USERXPRESS
BY DELORION

userXpress documentation

Users

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Lock accounts and manage passwords

Applies to userXpress 2.0.0.0

Choose a password reset, lock or unlock accounts, and read the result for each selected user.

Use the **Users** menu in the **Global User Table** to control logon access for selected accounts.

- **Lock** suspends access to an account. **Unlock** removes its lock when the user can resume work.
- **Initial Password** resets a forgotten password. A dialog user changes this password at the next password logon.
- **Productive Password** sets a password the account can continue using, for example for a technical connection.
- **Deactivate Password** disables password logon, for example for an account that uses SNC single sign-on.

Select the accounts before choosing an action. A password entered for several selected accounts is applied to all of them. Use separate selections when accounts need different passwords.

Lock or unlock users

1. Select the accounts in the **Global User Table**.
2. Choose **Users** → **Lock** or **Users** → **Unlock**.

userXpress refreshes the affected accounts after the operation. For a failure, open the account's Full Message.

When the selection contains only centrally managed accounts on a CUA central system, these actions set or remove the global CUA lock. Select central accounts separately when you intend to change that global lock. A selection that also contains child-system or non-CUA accounts uses the local lock action.

Locking an account prevents logon. To end an existing session, use Log User Off.

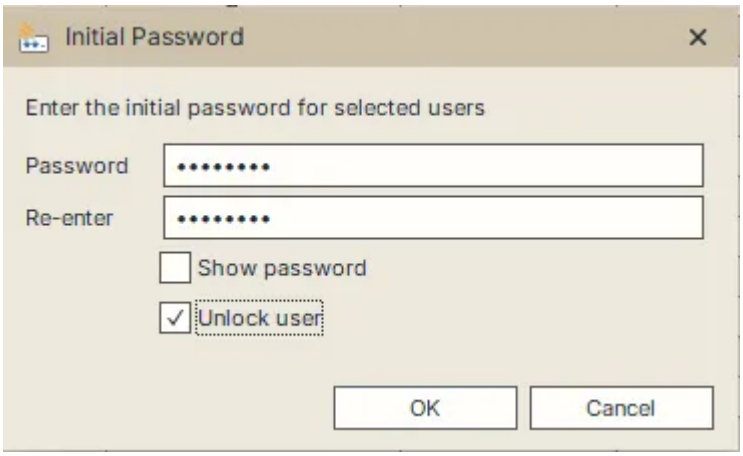
Set an initial password

Use an initial password when the user needs to choose a new password at the next logon.

When the initial-password dialog is disabled in Settings, the command applies the saved default immediately. Use **Users** → **Unlock** separately when unlocking is also required.

1. Select the accounts in the **Global User Table**.
2. Choose **Users** → **Password** → **Initial Password**.
3. Enter the password in **Password** and **Re-enter**. **Show password** reveals both entries.

4. Select **Unlock user** to unlock the accounts as part of the reset. Leave it cleared to reset the password while retaining the lock.
5. Choose **OK**.



If the entries differ, the dialog clears both fields and displays **The passwords do not match**. Enter the password again in both fields.

The password reset and the unlock have separate results. If the reset succeeds but unlocking a locked account fails, the account has the new password and remains locked. Resolve the unlock error and use **Users** → **Unlock** for that account.

Set a productive password

Use a productive password when the account needs a usable password without an initial-password change at its next logon.

When the productive-password dialog is disabled in Settings, the command applies the saved default immediately.

1. Select the accounts in the **Global User Table**.
2. Choose **Users** → **Password** → **Productive Password**.
3. Enter the password in **Password** and **Re-enter**. **Show password** reveals both entries.
4. Choose **OK**.

SAP's password policy applies to the new password. If a password is rejected, point to a text cell in the affected row to read the reason.

A productive-password change first resets the account to a temporary initial password, then sets the requested password. If the second step fails, the old password has already been replaced. Set a new **Initial Password** for the affected account to restore a known password.

Deactivate a password

Use this action to disable password logon while retaining the account's configured single sign-on access.

1. Select the accounts in the **Global User Table**.
2. Choose **Users** → **Password** → **Deactivate Password**.

The command deactivates their passwords and refreshes the account information. To allow password logon again, set an initial password or a productive password.

Set password defaults

Save defaults when you regularly use the same initial or productive password. The two defaults are independent.

1. Open **Settings** → **Passwords**.
2. In **Initial password** or **Productive password**, enter the default password twice.
3. Choose how the corresponding command uses it:
    - Keep **Show Initial Password dialog window** or **Show Production Password dialog window** selected to open a dialog with the saved value filled in. You can change it for that operation.
    - Clear the corresponding option to apply the saved value immediately when you choose the command.
4. Choose **OK** to save the settings.

When no default is saved, userXpress enables the corresponding dialog so you can enter a password. Changing a password in the operation dialog leaves the saved default unchanged.

Read the operation result

The status bar shows operation messages. A row with an error has a tooltip describing the failure. Point to a text cell in that row to read it.

For the SAP messages belonging to one account:

1. Select that account alone.
2. Right-click its row and choose **Full Message**.

Accounts are processed separately. A successful change remains in effect when another account fails. Resolve the reported problem and select only the affected accounts for a retry.

A display-refresh error means userXpress could not retrieve the updated account information. Use **Users** → **Refresh** to reload it. The refresh error does not undo a successful password or lock change.

Accounts managed through CUA

Central User Administration (CUA) determines which changes can be made in each connected system. When CUA prevents an action, userXpress lists the accounts it will omit and asks whether to continue.

- Choose **Yes** to process the remaining accounts.
- Choose **No** to cancel the operation.

For an omitted account, perform the change through the connection responsible for that setting in your CUA landscape.

Change user details

Applies to userXpress 2.0.0.0

Assign aliases, reference users and security policies, and update company, work-center and personal details for selected SAP accounts.

Use **Users → Change → Assign** in the **Global User Table** to update a particular kind of account detail. For example, assign a new department to a team, or update one person's name across several SAP clients.

Each command applies the values you enter to the selected accounts. To give different people different names or aliases, select and update them separately.

Change an individual attribute

1. Select the accounts in the **Global User Table**.
2. Open **Users → Change → Assign** and choose the command for the detail you want to change.
3. If **CUA Restriction** lists accounts that cannot be changed from their selected client, choose **Yes** to continue with the permitted accounts. Choose **No** to cancel and change the selection.
4. Enter or choose the value as described below, then choose **OK**.

After the operation, userXpress refreshes the affected accounts. The status bar shows operation messages. See Read the operation result for account-specific SAP messages and errors.

Assign an alias

An alias gives an account an alternative identifier. Use it when an application expects a recognizable name in addition to the SAP user ID. Applications that support alias logon can use it in place of the SAP user ID. See SAP's description of aliases.

1. Select the person's account, or their accounts across the required clients.
2. Choose **Users → Change → Assign → Alias...**.
3. Enter the new value under **Enter Alias**.
4. Choose **OK**.

The same alias is sent to every selected account. An alias already assigned to another account in that client causes SAP to reject the assignment for that account. Assigning one person's alias across separate clients avoids applying it to unrelated users in the same client.

To remove an alias, leave **Enter Alias** empty and choose **OK**. Choosing **Close** leaves the accounts unchanged.

Assign or remove email addresses

Use **Users** → **Change** → **Assign** → **Email..** to generate addresses from account fields, change a domain, set a specific address or remove addresses. The proposal shows each account's existing and resulting address before you apply it.

Follow Assign email addresses for patterns, editable proposals, duplicate-address choices and results.

Assign a reference user or security policy

Reference user

Assign a reference user when several accounts need authorizations maintained through the same reference account. Each account receives that reference user's authorizations in addition to its directly assigned access. See SAP's explanation of reference users.

1. Select the accounts that should use the reference user.
2. Choose **Users** → **Change** → **Assign** → **Reference User...**
3. Under **Select a Reference User**, choose the reference account. The list contains reference users present in every selected client.
4. Leave **Remove existing roles & profiles from user(s)** clear to retain the accounts' own role and profile assignments.
5. Choose **OK**.

If the reference user is available in only some clients, close the dialog and select accounts from those clients.

Select **Remove existing roles & profiles from user(s)** only when the operation should also remove the accounts' directly assigned roles and profiles. The reference assignment and removals are separate changes: removals can proceed even when SAP rejects the reference assignment. If an error is reported, open **Full Message** for the affected account to identify the results of each part before retrying.

To remove the reference-user assignment while retaining direct access, clear **Select a Reference User**, leave the removal checkbox clear and choose **OK**.

Security policy

Use a security policy when selected accounts need a particular set of password and logon rules. For example, a policy can define password length, password-change rules and logon restrictions. The policy's attributes govern those accounts' behavior as described in SAP's security-policy documentation.

1. Select the accounts that should receive the policy.
2. Choose **Users** → **Change** → **Assign** → **Security Policy...**
3. Choose an existing policy under **Select a Security Policy**.

4. Choose **OK**.

The list contains policy names common to the selected clients that support security policies. Accounts in systems without that support are skipped with the message **This system does not support Security Policy assignment.**

The dialog assigns a policy from the list. To use a policy offered in only some clients, select accounts from those clients and reopen the command.

Update organization and name details

Use these commands for a person's company, department, location or name. SAP shows these details on the **Address** tab in **SU01**, under **Company**, **Work Center** and **Person**. See SAP's Address tab reference.

userXpress skips accounts classified by SAP as technical users for these person/address updates.

Company name

Use **Company Name** when the selected accounts should be associated with an existing company, for example after employees move to another company in the organization.

1. Select the accounts to update.
2. Choose **Users** → **Change** → **Assign** → **Company Name**.
3. Choose the company under **Select a Company**.
4. Choose **OK**.

The same company name is assigned to each selected account. To create or edit the company address itself, use SAP transaction **SUCOMP**, as described in the Address tab reference.

Work center

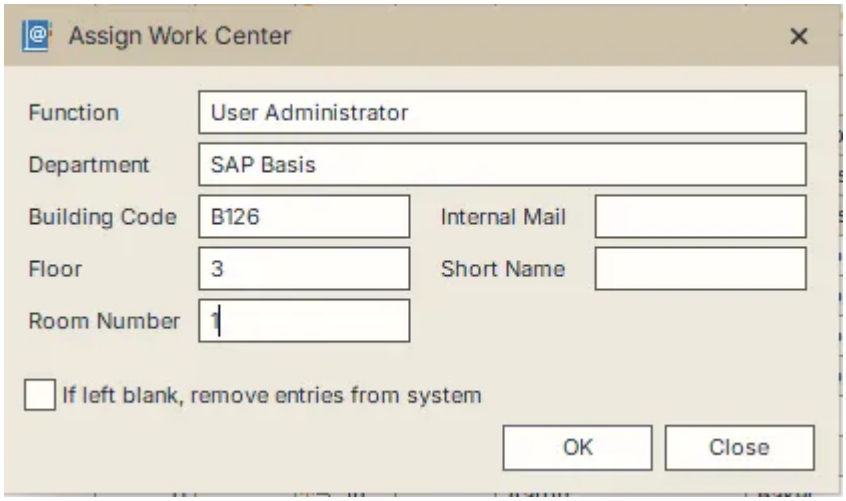
Use **Work Center..** to update organizational and location details, for example when a team moves to another department or building.

1. Select the accounts that need the same changes.
2. Choose **Users** → **Change** → **Assign** → **Work Center...**
3. Fill in the fields to update: **Function**, **Department**, **Building Code**, **Floor**, **Room Number**, **Internal Mail** or **Short Name**.
4. Leave **If left blank, remove entries from system** clear to retain the existing values in all fields you leave empty.
5. Choose **OK**. If the productive-client confirmation appears, choose **Yes** to apply the change there or **No** to cancel.

Function describes the person's job or function. **Internal Mail** is the internal postal code, and **Short Name** is the short name used for correspondence. SAP describes these in its workplace-address field reference.

For example, enter a new **Department** and leave the other fields empty with the checkbox clear. Each account receives the department, while its function and location details remain as they are.

To clear work-center fields, select **If left blank, remove entries from system**. Every empty field in this dialog is then cleared in every selected account. Fill in any other work-center values that must remain before choosing **OK**. If those retained values differ between accounts, update the accounts separately.



Internal Mail and Short Name are empty. With the removal checkbox clear, their existing values are retained.

Name information

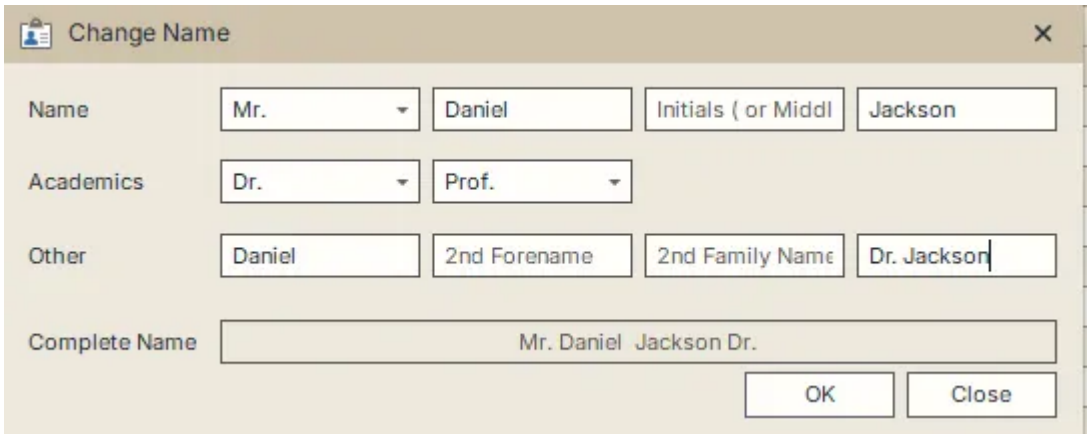
Use **Name Information..** to correct a person's name or apply a name change to their accounts in several clients.

1. Select that person's accounts.
2. Choose **Users** → **Change** → **Assign** → **Name Information...** The **Change Name** dialog opens.
3. Enter the name parts to change. Leave other fields empty to retain each account's existing values.
4. Choose **OK**.

The dialog groups the fields as follows:

- **Name**: **Title**, **First**, **Initials (or Middle)** and **Last**.
- **Academics**: **Academic Title** and **Second Title**.
- **Other**: **Name at Birth**, **2nd Forename**, **2nd Family Name** and **Nickname**.

The title lists offer values common to the selected clients. **Complete Name** is a read-only preview assembled from the title, first name, initials, last name and first academic title entered in the dialog.



For example, enter a new **Last** name and leave the other fields empty to change the surname while keeping each account's remaining name details. Every account selected for this command receives the same entered name parts.

Other account details

- Assign SNC names to associate accounts with their SNC identities.
- Manage user groups to change the authorization-check group or general group memberships.

Apply several changes together

Use **Users** → **Change** → **Mass** → **Multiple Change..** when the selected accounts need the same combination of changes. For example, extend their validity dates and unlock them together.

Follow Make several account changes together for the procedure and all option groups, including which empty fields retain or clear existing values.

Manage parameter IDs

Use **Users** → **Change** → **Assign** → **Parameter ID** to set default values used by SAP transactions. Follow Manage parameter IDs for the four update modes and their effects on existing parameters.

Read the operation result

For the SAP messages belonging to one account:

1. Select that account alone in the **Global User Table**.
2. Right-click its row and choose **Full Message**.

A marked row also has a tooltip describing its error or warning. Point to an ordinary text cell in that row to read it.

Accounts are processed separately. A successful change remains in effect if another account fails. Resolve the reported problem and select the affected accounts for another attempt.

A display-refresh error means the table could still show older values after a successful SAP change. Use **Refresh** for the affected accounts before repeating the change.

Delete users

Use **Users** → **Change** → **Delete** when the SAP accounts are to be removed. Follow Delete accounts for the confirmation list, CUA scope, cancellation and results.

Assign email addresses

Applies to userXpress 2.0.0.0

Generate and edit email proposals, replace a domain, assign a shared address or remove addresses from selected SAP accounts.

Update the email addresses of selected SAP accounts. Generate addresses using a naming convention, or replace the domain while keeping the rest of each address.

The **Assign E-Mail** window shows the existing and proposed address for each account. You can edit individual proposals and exclude accounts before applying the changes.

Open email assignment

1. In the **Global User Table**, select the accounts to update.
2. Choose **Users** → **Change** → **Assign** → **Email...**
3. Wait for userXpress to read the selected accounts' email addresses from SAP. The **Users** tab shows the selection.
4. Choose an **Action** under **E-Mail options**, then follow the corresponding procedure below.

The selection can span several systems and clients. Each row represents one account in its own client.

Generate addresses from account details

1. Leave **Action** set to **Generate from pattern**.
2. In **Pattern / address**, enter the complete pattern, including the domain. For example, `$first.$last@example.com` generates `alex.morgan@example.com` for Alex Morgan.
3. To insert an account field, place the cursor in the pattern, choose a token under **Fields** and choose **Insert field**.
4. Choose any required **Name formatting** options.
5. Choose **Review Changes**. The **Changes** tab shows the generated addresses beside the existing addresses.
6. Resolve or exclude proposals, then choose **Apply Changes**.

The suggested patterns end at `@`. Complete the domain before choosing **Review Changes**.

Pattern fields

Field	Value used
`$first`, `$last`	First name and last name.
`$firstinitial`, `$lastinitial`	First character of the first name or last name.
`$user`	SAP user ID.
`$alias`	Account alias.
`$email`	Complete existing email address.
`$local`	Text before `@` in the existing email address, preserving its case.
`$domain`	Text after `@` in the existing email address, preserving its case.

Token capitalization controls the result, except for `$local` and `$domain`. For example, `$first` produces `alex`, `$FIRST` produces `ALEX`, and `$First` produces `Alex`.

Examples:

- `$firstinitial.$last@example.com` produces `a.morgan@example.com`.
- `$user@example.com` uses each account's user ID.
- `$alias` copies an alias that already contains a complete email address.
- `$local@example.com` keeps each existing address's local part and changes its domain.

Patterns use the names and aliases loaded in the **Global User Table**. If those details have changed in SAP, refresh the accounts before opening email assignment.

A missing field value produces a message for that account. Enter a complete address in its **Proposed email** cell, or exclude the account.

Name formatting

All three options start clear and affect the first-name and last-name tokens, including their initials:

- **Remove spaces in names** joins name parts: `Mary Jane` becomes `MaryJane` before capitalization is applied.
- **Remove punctuation in names** removes punctuation such as apostrophes and hyphens: `O'Neil` becomes `ONeil`.
- **Remove accents in names** removes accent marks: `José` becomes `Jose`.

For example, `$first.$last@example.com` with all three options selected turns Mary Jane O'Neil into `maryjane.oneil@example.com`.

Replace an email domain

Use **Change domain only** to keep the part before `@` exactly as it is.

1. Set **Action** to **Change domain only**.
2. Enter the replacement in **New domain**, for example `example.com`.
3. To change addresses from one domain only, enter that domain in **Only replace domain**. Leave it empty to include all existing domains in the selection.
4. Choose **Review Changes**, then choose the proposals to apply.
5. Choose **Apply Changes**.

For example, replacing `old.example.com` with `example.com` changes `Alex.Morgan@old.example.com` to `Alex.Morgan@example.com`. Addresses from other domains remain unchanged when **Only replace domain** is filled in. Accounts without a valid existing address appear under **Messages**.

Set one specific address

Use **Set specific address** for an individual account or for accounts that share a mailbox.

1. Set **Action** to **Set specific address**.
2. Enter the complete address in **Pattern / address**.
3. Choose **Review Changes**.
4. Where sharing is intentional, select **Allow shared** for the affected proposals. Select their **Apply** checkboxes to include them.
5. Choose **Apply Changes**.

The entered address is used literally, including its capitalization.

Remove email addresses

1. Set **Action** to **Remove address**.
2. Choose **Review Changes**. **Proposed email** is empty for the selected accounts.
3. Clear **Apply** for accounts whose address must remain.
4. Choose **Apply Changes**, then **OK** in **Remove email addresses**.

Accounts whose email field is already empty are **Unchanged**.

Choose the changes to apply

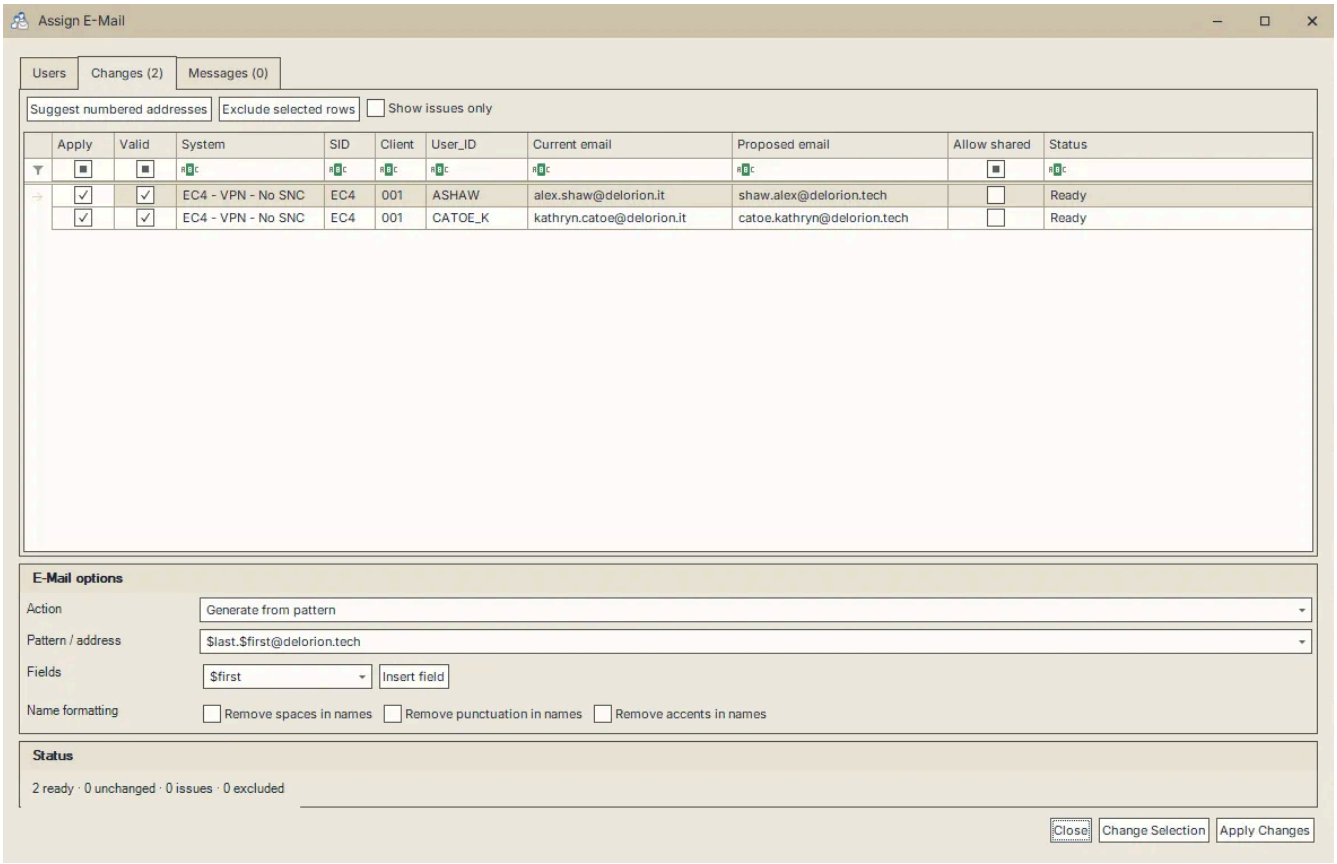
Review Changes prepares the proposal. **Apply Changes** sends the included changes to SAP.

Use the **Changes** tab to make the final choices:

- **Apply** includes that account. Rows with an issue start excluded. After correcting one, select **Apply** to include it.
- **Valid** indicates that the proposal passes the address and conflict checks.

- **Current email** is the address read from SAP when the window opened. **Proposed email** is editable.
- **Status** explains whether the row is **Ready**, **Unchanged**, **Excluded**, **Conflict** or **Shared address approved**, or gives the reason it cannot be applied.
- **Show issues only** filters the display to invalid proposals. **Messages** also lists their explanations.
- **Exclude selected rows** clears **Apply** for the highlighted rows.

Apply Changes becomes available when at least one included address changes and every included proposal is valid. Filtering the display does not change the **Apply** selections.



Both proposals are Ready and selected for application. The pattern puts the last name before the first name.

Resolve duplicate addresses

Conflict checking compares proposals and the accounts already loaded in the **Global User Table**, including rows hidden by its filters. It compares addresses without regard to capitalization, within each system/client. Load the relevant accounts before opening email assignment when you need them included in this comparison.

For a **Conflict**, choose the outcome you need:

- Edit **Proposed email** to use another address, then select **Apply**.

- Choose **Suggest numbered addresses** to find available proposals such as `alex.morgan2@example.com`. Suggestions use the same address for matching user IDs across the selected clients, so this command can also change other proposals. Explicitly excluded rows remain excluded.
- Select **Allow shared** when the accounts are meant to share the address, then select **Apply**.
- Leave **Apply** clear to keep that account's existing address.

Change the options again

Choose **Change Selection** to return to **Users** and the email options. Change the action or pattern, then choose **Review Changes** again. The accounts remain those selected when you opened the window.

Addresses you edited manually are retained when you generate another proposal. Select **Replace edited addresses** to regenerate those addresses too. **Remove address** clears the proposals regardless of manual edits.

Read the result or resolve an issue

After **Apply Changes**, the window closes and userXpress applies the changes, then refreshes the affected accounts in the **Global User Table**.

For SAP's messages about an account, select that account alone, right-click and choose **Full Message**. For a row marked with an error or warning, hover over an ordinary text cell to read its explanation. A failure for one account does not undo successful changes to other accounts.

If the display refresh fails after an assignment, use **Refresh** for the affected account before repeating the assignment.

Messages in the proposal window identify accounts that need a different action:

- **Multiple SAP email entries**: maintain those addresses in SAP. Email assignment handles accounts with at most one email entry.
- **Technical user**: email assignment is unavailable for that account.
- **Could not read current email from SAP**: close and reopen email assignment to retry the read.

Choose **Close** to discard a proposal. While the initial SAP reads are running, **Stop** waits for active reads to finish and closes the window.

Make several account changes together

Applies to userXpress 2.0.0.0

Combine password, locking, validity, authorization and default-setting changes for selected SAP accounts.

Use **Multiple Change..** when selected accounts need the same combination of changes. For example, extend a contractor's validity date and unlock their accounts in several clients, or change a team's language and number formats.

Each enabled option applies to every selected account. For different values per account, prepare a Mass Changes workbook.

Apply a combination of changes

1. Select the accounts in the **Global User Table**.
2. Choose **Users** → **Change** → **Mass** → **Multiple Change...**
3. If **CUA Restriction** lists accounts that cannot be changed from their selected client, choose **Yes** to continue with the permitted accounts. Choose **No** to cancel and change the selection.
4. The **Multiple Changes** dialog opens after userXpress loads the common groups and licenses. Select the checkboxes for the changes to apply, then enter or choose their values.
5. Choose **OK** to apply the enabled changes. Choose **Close** to leave without applying them.

All change categories start unchecked. The dialog starts with blank fields and default choices rather than each account's existing values.

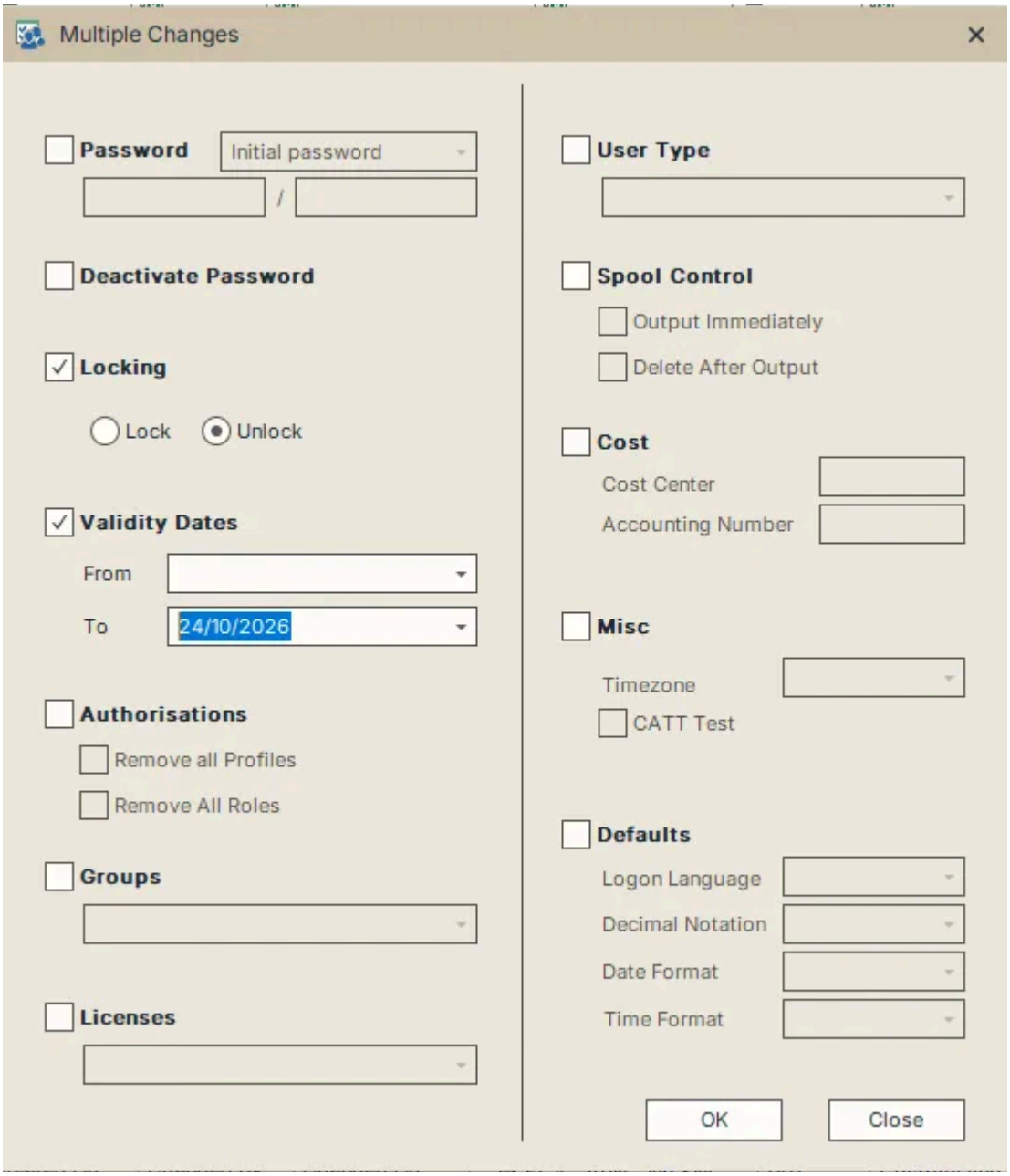
userXpress processes the accounts and refreshes their rows. The progress window shows **Changing users: n/total**. This counts processed accounts, including accounts with errors. See Read the results for the outcome of each requested change.

Example: extend validity and unlock

To restore access for a contractor whose engagement has been extended:

1. Select the contractor's accounts and open **Multiple Change...**
2. Select **Validity Dates** and enter the new **To** date. Leave **From** empty to retain each account's existing start date.
3. Select **Locking** and choose **Unlock**.
4. Choose **OK**.

Both changes are requested for each selected account. If SAP accepts one change and rejects another, the accepted change remains in effect.



Locking and Validity Dates are enabled. Unlock is selected, and only the validity end date is filled in.

Password and locking

Password

Select **Password**, choose a password type and enter the same password in both password fields. The chosen value is applied to all selected accounts.

- **Initial password** is selected by default. Use it to reset access so a dialog user changes the password at their next password logon.
- **Productive password** sets the password for continued use without the initial-password change prompt. Use it when you need to assign the usable password directly.

Changing the password type clears both password fields. SAP's password rules apply to each account. For the distinction between password types and the consequences of a failed productive-password reset, see Passwords, locks and access.

Deactivate Password

Select **Deactivate Password** to disable password-based logon for the selected accounts, for example when they use SNC single sign-on. Selecting it clears **Password**, and selecting **Password** clears **Deactivate Password**.

Locking

Select **Locking**, then choose **Lock** or **Unlock**. **Unlock** is the initial choice. Choose **Lock** to prevent account logon, or **Unlock** to remove the account lock as part of the combined change.

Validity Dates

Select **Validity Dates** to change when an account is valid:

- **From** sets the first valid date.
- **To** sets the last valid date.
- An empty date field retains that account's existing date.

For example, enter only **To** when extending several accounts that have different start dates. If you enter both dates, **From** must be on or before **To**.

Authorisations

Select **Authorisations**, then choose the assignments to remove:

- **Remove all Profiles** removes the account's assigned profiles.
- **Remove All Roles** removes the account's assigned roles.

Use these choices when the selected accounts' existing assignments are to be cleared. Each checked removal applies to all selected accounts. Leave a removal checkbox clear to retain that kind of assignment.

Removal is a separate part of the operation. A later failure to change another field does not restore assignments that SAP has already removed.

Groups

Select **Groups** and choose the user group for authorization checks, for example when moving accounts into another administration group. The list contains groups common to the selected clients.

This changes the group in the account's logon data. To combine, replace or remove general group memberships, use Usergroup Management.

User Type

Select **User Type**, then choose the type that matches the account's purpose:

- **Dialog**: a person signs in and works interactively.
- **System**: background processing or communication within a system.
- **Communication**: external RFC communication without interactive dialog logon.
- **Reference (Logon not possible)**: supplies additional authorizations to other users. The account cannot sign in.
- **Service**: interactive access shared by a larger, anonymous group of users.

These purposes follow SAP's user-type definitions. Selecting a different type changes how the account can be used. Leave the blank entry selected to retain each account's type.

Cost

Select **Cost** to set **Cost Center** and **Accounting Number**. SAP uses the accounting number to allocate usage costs to an individual or group account. See SAP's accounting-number explanation.

Enabling **Cost** replaces both values. An empty field clears the corresponding value in every selected account. Enter both values when both must be retained or set. If the accounts need different retained values, use separate selections or a Mass Changes workbook.

Defaults

Select **Defaults** to change the selected accounts' SAP language or display formats. Choose values only for the fields you want to change. A blank list entry retains the existing setting.

- **Logon Language** sets the default language for SAP logon. The user can choose another language on the logon screen.
- **Decimal Notation** chooses the decimal and thousands separators, such as `1,234,567.89` or `1.234.567,89`.
- **Date Format** chooses the date layout, such as `DD.MM.YYYY` or `YYYY-MM-DD`.
- **Time Format** chooses 24-hour or 12-hour display, including the AM/PM style.

For example, select **Defaults** and choose **Date Format** only to standardize dates while retaining each account's language and number format. SAP describes these settings in User defaults and options.

Spool Control

Select **Spool Control** to change the print defaults:

- **Output Immediately** selects immediate printing by default. Clear it to leave requests in the spool for later output.

- **Delete After Output** selects removal of the spool request after output. Clear it to retain the request.

Both checkbox states are applied when **Spool Control** is enabled. Set each to the required state, including a setting you want to retain. These are defaults for subsequent print requests. Users can change them in SAP's print dialog, as described in SAP print personalization.

Misc

Select **Misc** to change **CATT Test**, **Timezone**, or both.

- **CATT Test** makes CATT save management data for each test-case run. Use it for accounts that need this record. See SAP's CATT test-case reference.
- **Timezone** sets the account's personal time zone. Choose the zone from the list. The blank entry retains each account's existing zone.

Enabling **Misc** always applies the **CATT Test** checkbox state, including when you only choose a time zone. Set the checkbox to the required state for the selected accounts before choosing **OK**.

Licenses

Select **Licenses** and choose the SAP license classification to assign. Use this when the selected accounts need the same classification.

The list contains active license types common to the selected clients. Choose the intended named entry before applying the change. Leave **Licenses** unchecked to retain each account's classification.

If the common group or license lists could not be retrieved, userXpress displays a message before opening the dialog. The other change categories remain available. To assign a value that exists in only one client, select that client's accounts and open the dialog again.

Read the results

An account can have several results because role removal, locking and other changes are processed separately. To read its SAP messages:

1. Select that account alone in the **Global User Table**.
2. Right-click its row and choose **Full Message**.

Use the messages for the individual changes when deciding what to retry. The status bar shows the last reported message, which does not summarize every part of the operation. A row marked with an error also has a tooltip over its text cells.

Successful changes remain in effect when another change or account fails. Resolve the reported problem and repeat only the outstanding changes for the affected accounts.

If the display refresh fails after SAP changes finish, choose **Refresh** for the affected accounts to load their values before repeating a change.

Stop a running operation

Close the progress window to request cancellation. userXpress finishes work already started for an account and stops starting further accounts. Completed changes remain in effect.

Wait for the operation to finish. The status bar reports how many users were not started, or that cancellation was requested after all user changes had started. Unprocessed accounts can retain their earlier row messages. Refresh the intended accounts and use their values and **Full Message** results to choose any remaining changes.

Assign SNC names

Applies to userXpress 2.0.0.0

Assign SAP sign-on identities from user IDs, names or email addresses, and choose how to handle existing SNC assignments.

An SNC name links a SAP account to the user's identity in your single sign-on system. Use **SNC Name..** to assign these identities to new accounts or update accounts when your organization's naming format changes.

Use the SNC name format configured by your SAP administrator. The prefix, capitalization, punctuation and spaces form part of the name.

Assign a name

1. In the **Global User Table**, select the accounts to update.
2. Choose **Users** → **Change** → **Assign** → **SNC Name..**. The **Assign SNC** dialog opens.
3. Choose **Standard** for a prefix, SAP user ID and suffix. Choose **Advanced** to use names, email addresses, a different capitalization or a fixed name. Both modes are explained below.
4. Enter **Previous** and **Following** for **Standard**, or an expression in **Literal** for **Advanced**. The sections below give examples.
5. Set **Only change users without SNC assignment** and **Permit password logon for SAP GUI** as described below.
6. Read **Example** to see the generated name for the first selected account. userXpress uses each account's own details when applying the expression.
7. Choose **OK**. If the productive-client confirmation appears, choose **Yes** to apply the change there or **No** to cancel.

The progress window closes when processing finishes. userXpress refreshes the affected accounts in the Global User Table. Choose **Close** in **Assign SNC** to leave without applying the entered values.

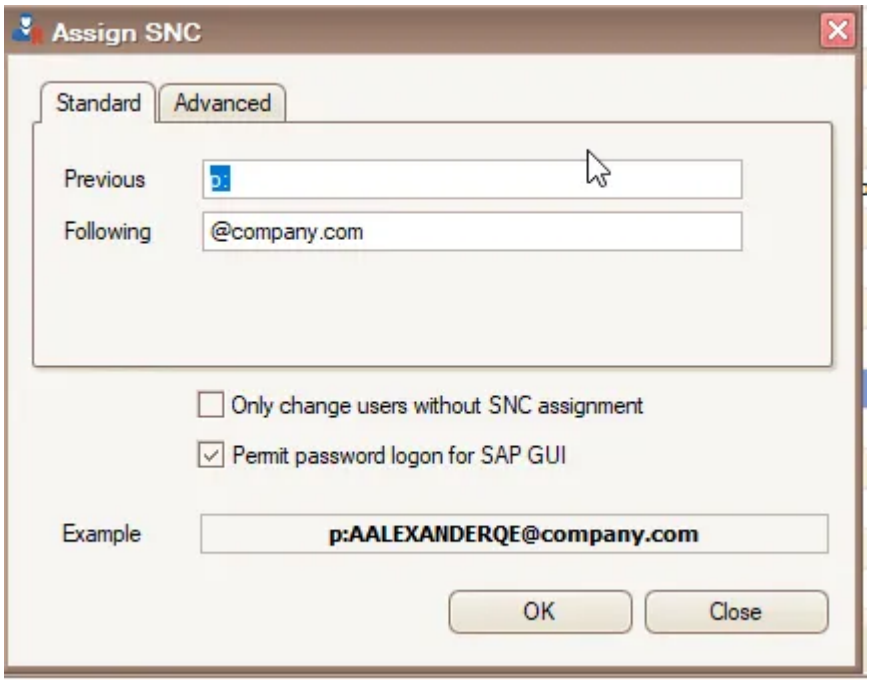
Standard: use the SAP user ID

Use **Standard** when the SNC name contains the SAP user ID exactly as it appears in the Global User Table.

- In **Previous**, enter the text before the user ID.
- In **Following**, enter the text after the user ID.

For example, **Previous** `p:` and **Following** `@example.com` produce `p:SMITH_J@example.com` for user `SMITH_J`.

You can leave either field empty. **Leaving both fields empty removes the SNC name.** To use only the user ID, choose **Advanced** and enter `$USER` instead.



Advanced: build a name from account details

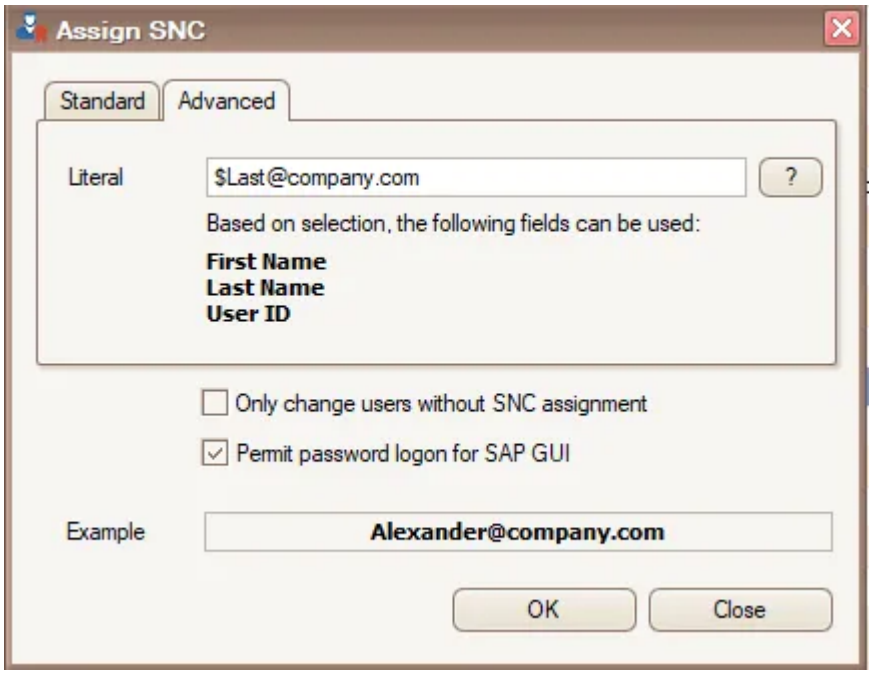
Use **Advanced** when the name contains an email address, combines name parts or requires a particular capitalization.

Enter the expression in **Literal**. Combine variables with the fixed text required by your naming format. For example, `p:$first.$last@example.com` produces `p:john.smith@example.com` for John Smith.

The field list under **Literal** shows which attributes are present for every selected account. Use those attributes in your expression. Email expressions also require a first name for every selected account.

For a single account, you can enter its complete SNC name as fixed text in **Literal**. Fixed text is assigned unchanged to every selected account, so select that account alone.

The **?** button opens the variable reference in your browser.



Existing assignments and password logon

Only change users without SNC assignment

Select this option when adding SNC names to accounts that do not yet have one. Accounts with an existing SNC name are skipped, preserving both their name and password-logon setting.

The option is clear by default. Leave it clear when you want to replace existing names or remove assignments.

Permit password logon for SAP GUI

This option is selected by default in userXpress. It sets the account's permission to use a SAP user ID and password in addition to SNC sign-on. Clear it when the account should use SNC sign-on only.

SAP applies this per-user choice when SNC is enabled and password logon is controlled per user: `snc/enable = 1` and `snc/accept_insecure_gui = U`. See SAP's SNC user settings for the relationship with the system settings.

Variable reference

Variable names are case-sensitive. Use one casing variant per attribute in an expression.

For each attribute, the variants below produce uppercase, initial-capital and lowercase values, in that order.

Attribute	Variables
First name	`$FIRST`, `$First`, `$first`
Last name	`$LAST`, `$Last`, `$last`

Attribute	Variables
Email	`$EMAIL`, `$Email`, `$email`
User ID	`$USER`, `$User`, `$user`

Initial capital uppercases the first character and lowercases the rest. For example, `$Last` changes `McDonald` to `Mcdonald`. Choose the variant required by the sign-on identity.

Examples

For user ID `SMITH_J`, first name `John`, last name `Smith` and email `john.smith@example.com`:

- `$First.$Last@example.com` becomes `John.Smith@example.com`.
- `p:$user@sales.example.com` becomes `p:smith_j@sales.example.com`.
- `p:$email` becomes `p:john.smith@example.com`.
- `p:CN=$user, O=example, C=US` becomes `p:CN=smith_j, O=example, C=US`.

Remove SNC names

1. Select the accounts and open **Users** → **Change** → **Assign** → **SNC Name...**.
2. On **Standard**, empty both **Previous** and **Following**. **Example** becomes empty.
3. Clear **Only change users without SNC assignment** so accounts with names are included.
4. Set **Permit password logon for SAP GUI** for those accounts, then choose **OK**.

This clears the SNC identity from each selected account and applies the password-logon choice.

Read the results

Select one account in the Global User Table, right-click its row and choose **Full Message** to read its SAP messages. Point to a text cell in a marked row to read its error or warning.

SNC already set. Skipped change (Skip user flag set). means the account was preserved by **Only change users without SNC assignment**.

Accounts are processed separately. If one fails, successful changes to other accounts remain applied. Follow the account's message to resolve the cause and select the affected accounts for another attempt. If a display-refresh error is reported, use **Refresh** to retrieve the account values before repeating the assignment.

To stop processing, close the progress window. userXpress finishes active work and reports how many users were not started. Completed changes remain applied.

If a variable is unavailable

- If an attribute is missing from the list under **Literal**, update the affected accounts' name information or email addresses, or select accounts with the required values. Reopen **Assign SNC** after updating the Global User Table.
- If an email expression reports missing data even though every account has an email address, supply the missing first names or select accounts that have them.
- If **Example** still contains a variable token, match its spelling and capitalization to the reference above. Use only one variant of each attribute, such as `$first` rather than both `$first` and `$FIRST` in the same expression.

Manage user groups

Applies to userXpress 2.0.0.0

Set the authorization-check group and combine, replace or remove general group memberships for selected SAP accounts.

Use **Usergroups...** when users move to another administration group or need different group memberships for mass maintenance. You can update selected accounts across several SAP clients in one window.

SAP has two group assignments with different purposes:

- **Logon Data: User group for authorization check** assigns one group to an account. SAP uses this group to determine which user administrators can maintain the account.
- **Groups: General user-group memberships** assigns one or more groups for organizing users, for example for mass maintenance in SAP transaction **SU10**.

These correspond to the **Logon Data** and **Groups** tabs in **SU01**. SAP explains the distinction in User Groups.

Open Usergroup Management

1. In the **Global User Table**, select the accounts to update.
2. Choose **Users** → **Change** → **Assign** → **Usergroups...**.
3. If **CUA Restriction** appears, choose **Yes** to continue with the permitted accounts, or **No** to cancel and change the selection.
4. Wait for **Usergroup Management** to load the available groups and the selected accounts' assignments.
5. Enable the section you want to change, then follow the corresponding procedure below. Enable both sections to change both assignments together.

The available groups are those that exist in every selected client. To use a group available in only some clients, close the window and select accounts from those clients.

With one account selected, its existing general memberships are checked in the group list. With several accounts selected, the group list starts unchecked. **Assigned users** shows how many selected accounts belong to each group.

Set the group for authorization checks

Use this section when an account should fall within a different user administrator's area of responsibility.

1. Select **Change Logon Data usergroup**.

2. Choose the group from the list under **Logon Data: User group for authorization check**.
3. In **Selected users: Preview and results**, **Logon Data** shows each account's existing group and **Proposed Logon Data** shows the new group.
4. Choose **OK** to apply the change.

The chosen group replaces the authorization-check group for every selected account. General group memberships stay as they are unless **Change Groups memberships** is also selected.

To remove the authorization-check group, select **Change Logon Data usergroup** and **Clear Logon Data usergroup**, then choose **OK**. An account without this group can be maintained by administrators authorized to maintain any user group. See SAP's explanation of the authorization-check group.

Change general group memberships

1. Select **Change Groups memberships**.
2. In the group list, use **Selected** to check the groups for the operation.
3. Choose the update mode described below.
4. The lower table shows the resulting membership for each selected account and group.
5. Choose **OK** to apply the changes.

Combine with existing groups

Use this default mode to add memberships while retaining each account's existing groups. A group already assigned to an account is retained once.

For example, combining `FINANCE` with an account's existing `PROJECT_A` membership leaves it in both groups.

Replace all existing groups with selected groups

Use this mode when all selected accounts should have the same complete set of general memberships. Groups outside the checked selection are removed from each account.

For example, replacing `PROJECT_A` and `PROJECT_B` with `FINANCE` leaves only `FINANCE`.

Choosing this mode with no groups checked removes all general memberships. The authorization-check group is controlled separately by **Change Logon Data usergroup**.

Remove selected groups

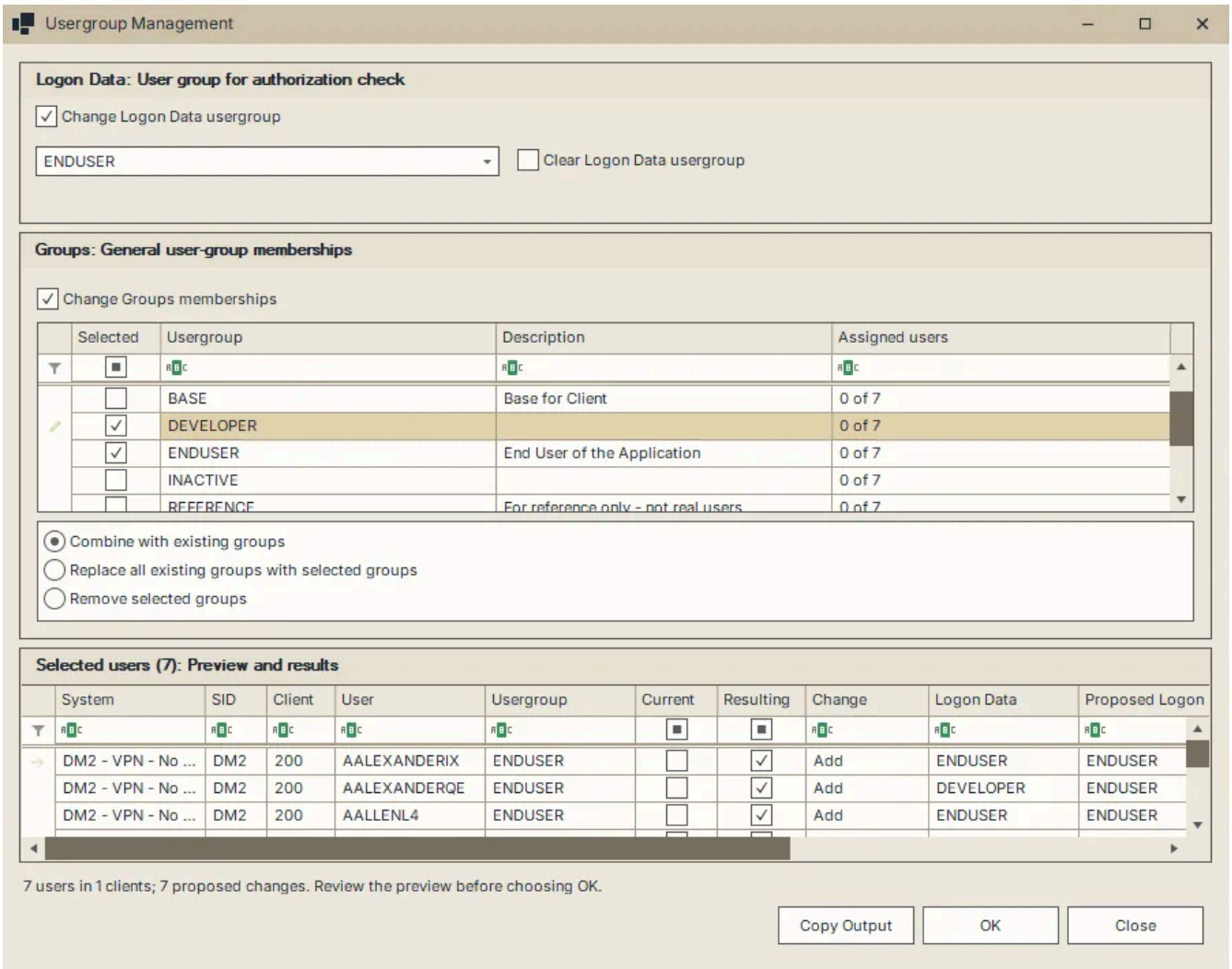
Use this mode to remove particular memberships and keep the others. Removing `PROJECT_A` from an account in `PROJECT_A` and `FINANCE` leaves `FINANCE`.

In **Combine with existing groups** or **Remove selected groups**, an empty group selection leaves general memberships unchanged.

Understand the preview and results

The lower table identifies each account by **System**, **SID**, **Client** and **User**. An account can have several rows, one for each existing or proposed general group:

- **Usergroup** identifies the general membership. A blank value accompanies **No memberships**.
- **Current** is checked when the account belongs to that group before the proposed change.
- **Resulting** is checked when the proposed change leaves the account in that group.
- **Change** shows **Add**, **Remove**, **Keep** or **No memberships**.
- **Logon Data** and **Proposed Logon Data** show the existing and proposed authorization-check group. An empty value means no group is assigned.
- **Result** shows **Pending** or **No change** before you apply the operation, then the account's result or error message.



The preview shows seven proposed account changes. ENDUSER is the proposed logon group, and selected memberships will be combined with existing groups.

OK is enabled when the chosen options produce at least one change. Filtering either table changes which rows you see. The operation still uses the original account selection and the group checkboxes.

After processing, the status area says **Usergroup changes finished.** or reports that the operation finished with errors. **Result** contains each account's outcome. Successful changes are reflected in the **Global User Table**. Choose **Copy Output** to copy the displayed preview/result rows to the clipboard.

Stop or resolve an interrupted change

Choose **Stop** while the operation is running. userXpress finishes active SAP work and refreshes, then reports completed accounts and those stopped before processing. Completed changes remain in SAP.

Use the message in **Result** to choose the next action:

- **The user's groups changed after loading**: close and reopen **Usergroup Management** to load the new assignments before choosing the change again.
- **Group readback failed** or **SAP's group readback differs from the requested assignments**: open the affected account in **SU01** to see its saved groups before repeating the change.
- **Display refresh failed**: use **Refresh** for the affected account in the **Global User Table**. The SAP change and the display refresh have separate results.
- **Assignments were not loaded**: close the window and reopen it after resolving the reported connection or SAP error.

Manage parameter IDs

Applies to userXpress 2.0.0.0

Set SAP user defaults for selected accounts, keeping, overwriting or removing their existing parameter values.

Parameter IDs store user-specific defaults that SAP transactions can use to fill fields. Use **Parameter ID** to apply the same defaults to several accounts, update an existing default or remove one that users no longer need.

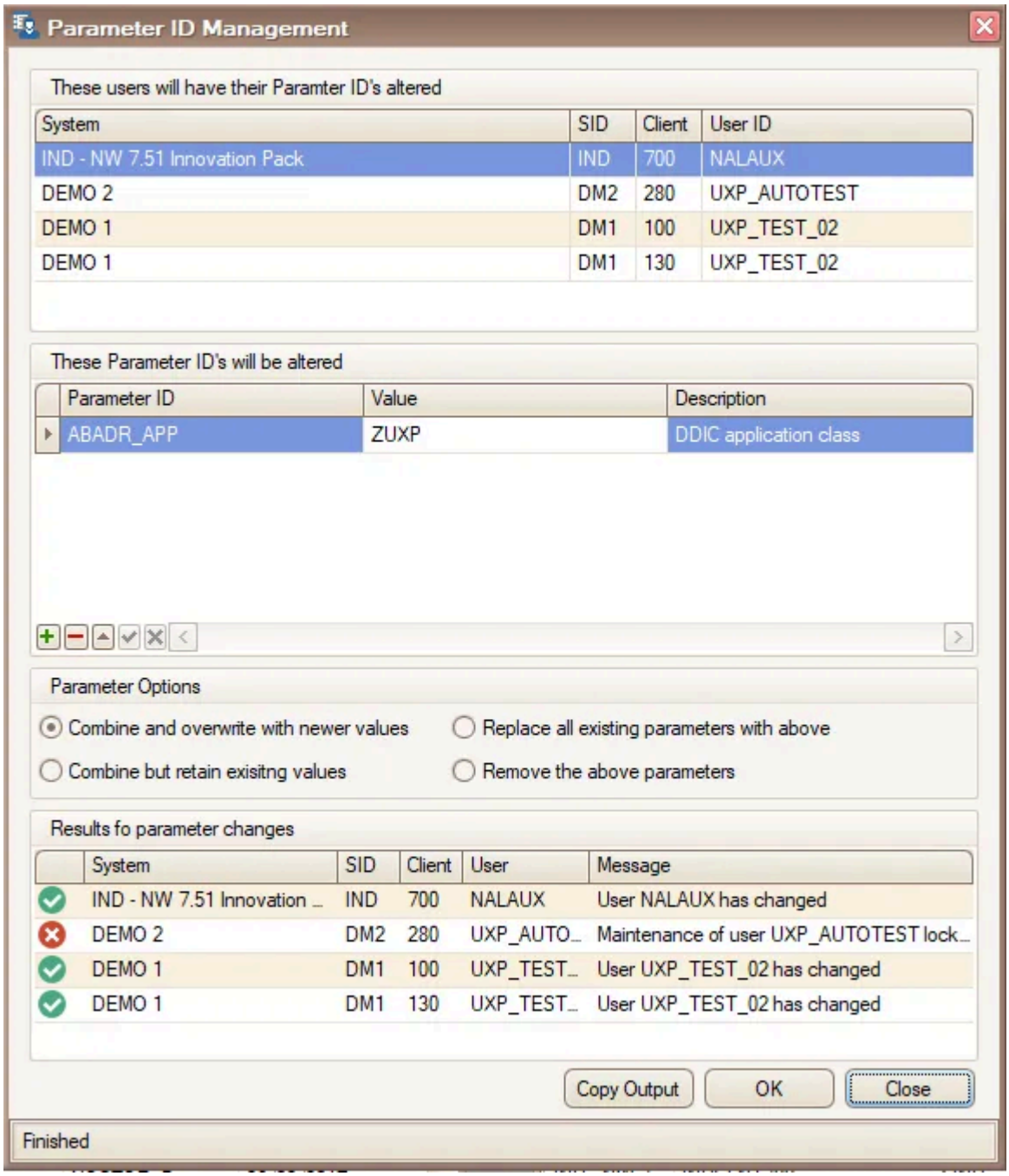
You prepare one list of parameter IDs and values. userXpress applies it to every selected account, using the update option you choose for each account's existing parameters.

Prepare the change

1. In the **Global User Table**, select the accounts to change.
2. Choose **Users** → **Change** → **Assign** → **Parameter ID**. **Parameter ID Management** opens with the selected users and their systems and clients in the upper list.
3. Wait for the parameter catalogue to load. **OK** becomes available when loading finishes.
4. Choose **+** below the parameter list to add a row. In **Parameter ID**, open the dropdown and choose the ID. Its **Description** appears beside it.
5. Enter the default in **Value**. Repeat for each parameter, listing each ID once. For **Remove the above parameters**, choose the IDs to remove and leave **Value** empty.
6. Under **Parameter Options**, choose how to handle existing parameters. The options are explained below. **Combine and overwrite with newer values** is selected by default.
7. Choose **OK** to apply the list to all accounts shown in the upper list. The result list fills with messages for each processed account.

The parameter dropdown uses catalogues loaded from the selected SAP clients.

Use **–** to remove an unwanted row from your proposed list before applying it. To change the target accounts, choose **Close**, select the accounts in the Global User Table and open **Parameter ID** again.



Choose how existing parameters are handled

Combine and overwrite with newer values

Use this option to set a common value for the listed IDs. userXpress adds missing IDs and replaces the values of IDs already assigned to each account. Other parameters keep their existing values.

For example, if an account has `Z_DEMO=A` and your list contains `Z_DEMO=B`, the account receives `Z_DEMO=B`.

Combine but retain exisitng values

Use this option to supply defaults where they are missing while keeping each user's existing choices. userXpress adds IDs that the account does not have. An existing ID keeps its value.

With the same example, the account keeps `Z_DEMO=A`. An account without `Z_DEMO` receives `Z_DEMO=B`.

The examples use an illustrative ID. Choose the actual ID and value required by your SAP transactions.

Replace all existing parameters with above

Use this option when every selected account needs the complete parameter list you have prepared. userXpress replaces each account's parameters with that list.

Include every parameter you want to keep before choosing OK. Unlisted parameters are removed. An empty list clears all parameters from the selected accounts.

Remove the above parameters

Use this option to withdraw particular defaults. userXpress removes the listed IDs from each account and keeps its other parameters. Removal matches the **Parameter ID**, regardless of its assigned value.

Read the results

The lower list identifies each account by **System**, **SID**, **Client** and **User**. **Message** contains SAP's response or the error that prevented processing. Results from further **OK** runs are added to the same list.

The status bar shows **Parameter changes finished.** when processing completes without reported errors. **Parameter changes finished with client errors.** means that some assignments failed. Successful changes to other accounts remain applied.

Use **Copy Output** to copy the entire result list to the clipboard. For a failed account, use its message to resolve the cause, then reopen **Parameter ID** with that account selected.

Stop a running change

Choose **Close** to stop further assignments. userXpress waits for active work to finish, then closes the window. Completed changes remain applied. To keep the result list available for **Copy Output**, let processing finish before closing the window.

Update accounts from a workbook

Applies to userXpress 2.0.0.0

Export existing SAP accounts, prepare individual changes in a workbook, compare them with SAP and apply the updates.

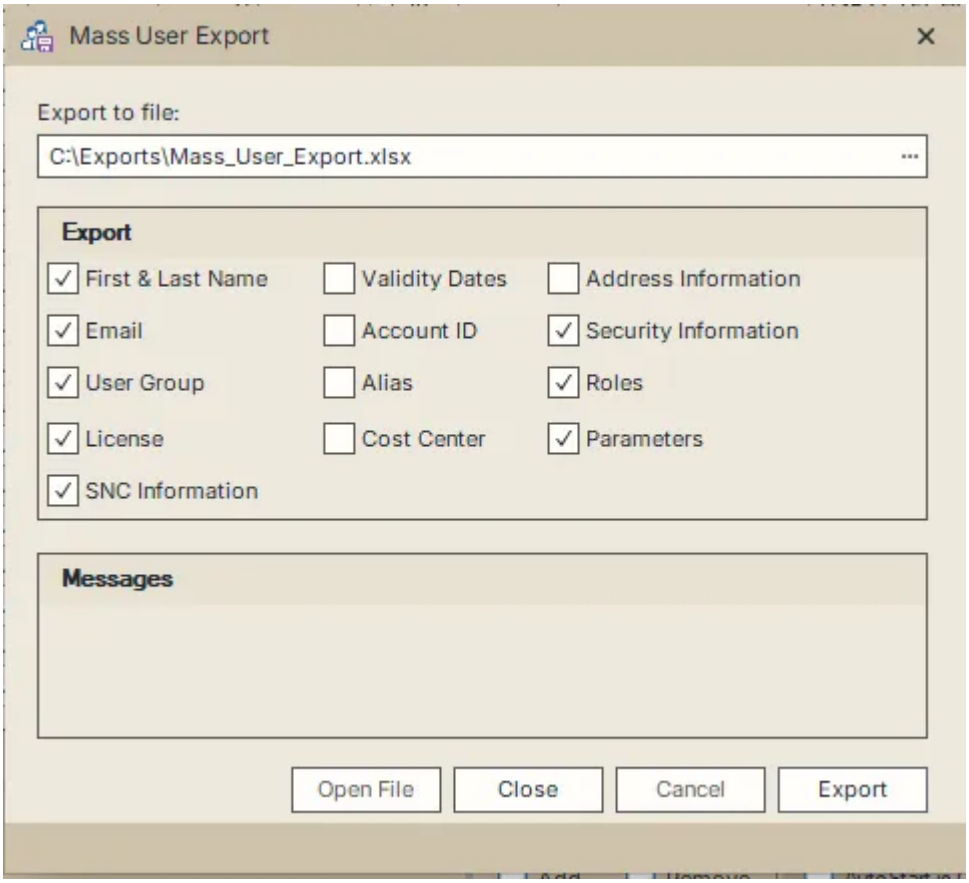
Use **Mass Changes** when each account needs different values. For example, extend contractors' accounts to different end dates, assign individual cost centers or replace each person's role assignments from a prepared list.

The workflow has three stages: export the accounts, edit the workbook, then review and apply its changes. **Review Changes** compares the workbook with SAP and shows the differences before **Apply Changes** becomes available.

For the same combination of values across all selected accounts, use Multiple Change.

Export the accounts

1. In the **Global User Table**, select the accounts to update.
2. Choose **Users** → **Change** → **Mass** → **Mass Changes** → **Export Selected Users**. The **Mass User Export** dialog opens.
3. Choose the properties to include. **Email**, **Alias** and **SNC Information** start selected. Clear any categories you do not need and select the ones you intend to update.
4. In **Export to file:**, use the proposed `Mass_User_Export.xlsx` file on your desktop or choose another path with the browse button.
5. Choose **Export**. userXpress reads the selected accounts from SAP and creates the workbook.
6. When **Messages** shows **Done**, choose **Open File** to open the workbook in the associated spreadsheet application.



The workbook contains a **MassUserExport** worksheet with one row per account. **Roles** and **Parameters** are added as separate worksheets when you select those export categories. Some fields have drop-down lists with choices for that row's SAP client.

See Workbook fields and assignment rules for the properties included by each category.

To stop an export, choose **Cancel** and confirm **Yes**. Wait for the cancellation result before starting another export.

Prepare the updates

1. On **MassUserExport**, retain the `System`, `SID`, `Client` and `User_ID` values that identify each account.
2. Edit the fields to their intended values. Retain existing values in fields that should stay the same.
3. Remove an account's row if it is outside this update. Remove its corresponding rows from **Roles** and **Parameters** too.
4. If you are changing roles or parameters, prepare their complete desired lists as described below.
5. Save the workbook as `.xlsx`.

Keep the worksheet names and column headings. Use the cell drop-downs where supplied. The lists reflect the SAP values available at export time, and userXpress validates the relevant choices again during review.

An empty cell usually requests removal of the existing value. Blank account-validity dates, `Security_Policy` and `License` instead retain their existing values. The field reference identifies these exceptions.

Use **Mass User Export** to prepare this workbook. The separate Mass User Create workbook defines new accounts and has a different layout.

Example: different contract end dates

Export the two contractors' accounts with **Validity Dates** selected. On **MassUserExport**:

- Set `Valid_To` to `31/12/2027` for the first contractor.
- Set `Valid_To` to `30/6/2028` for the second contractor.
- Retain the other exported values.

Save the file. During import, select **Validy Dates** under **Properties to change** and clear the other categories.

Roles and parameters describe the complete result

When **Roles** is enabled during import, each account's rows on **Roles** become its desired direct role assignments. Keep every assignment that should remain, add the new ones and remove those to withdraw.

Parameters works the same way for the account's parameter IDs and values. Keep every parameter that should remain in the resulting list.

If an account remains on **MassUserExport** but has no rows on an enabled related worksheet, its desired list is empty. Applying that change clears its direct roles or parameters. To preserve that category for the whole import, clear **Roles** or **Parameters** under **Properties to change**.

See Roles and Parameters for the exact headings and examples.

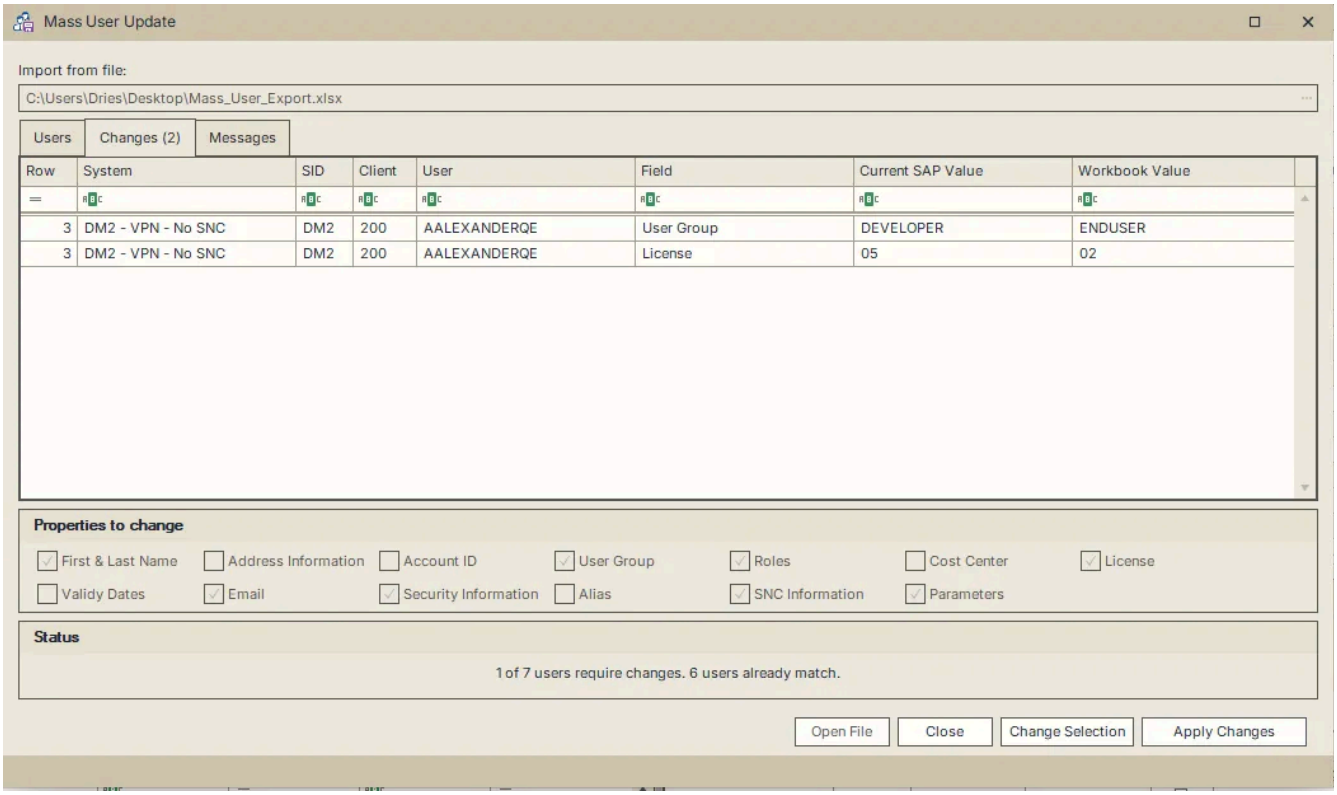
Import and review

Connect the SAP clients named in the workbook before reviewing it.

1. Open **Users** → **Change** → **Mass** → **Mass Changes** → **Import User Updates**. The **Mass User Update** window opens.
2. Choose **Open File**, or use the browse button beside **Import from file:**, and select the saved workbook. The **Users** tab shows its account rows.
3. Under **Properties to change**, clear every category that should remain unchanged. Categories with supported columns or related worksheets are selected automatically when the file loads.
4. Choose **Review Changes**. userXpress reads the SAP values, validates the selected fields and compares them with the workbook.
5. On **Changes**, read the **Field**, **Current SAP Value** and **Workbook Value** for each proposed change. **System**, **SID**, **Client** and **User** identify its target.

6. Open **Messages** for accounts that could not be validated or compared. Those accounts are excluded from the prepared update.

The status area reports how many accounts require changes, already match or could not be compared. Accounts that already match are omitted from the update. If no accounts need changes, **Review Changes** remains available instead of **Apply Changes**.



The preview proposes changes to two fields for one account: User Group and License. The other six accounts already match the workbook.

The preview is read-only. To revise the properties, choose **Change Selection**, select the categories again and choose **Review Changes**. **Change Selection** restores the automatic selections for the loaded workbook, so clear unwanted categories again.

To revise values, choose **Change Selection**, edit and save the workbook, then load it again with **Open File**. Review the newly loaded file before applying it.

Apply the prepared changes

Choose **Apply Changes** to apply the differences shown by the review. The prepared account list defines the update scope.

The status area reports **Processed n of total users**, followed by the refresh of the affected SAP clients. The **Users** tab displays **Result** and **Message** for each processed account. **Messages** contains the detailed responses.

For each account, userXpress applies account fields first, then roles, then parameters. If SAP rejects one stage, later stages for that account are skipped. Earlier successful stages remain in effect, and processing continues for the other accounts.

The review uses SAP values read when you choose **Review Changes**. To replace an older preview after other administration work, choose **Change Selection** and run **Review Changes** again.

Read and save the results

Use the **Messages** tab to interpret a result or identify the fields to correct:

- **Success** identifies a successful SAP response.
- **Warning** identifies a SAP warning or an additional problem, such as a failed table refresh.
- **Error** identifies validation, comparison or update failure. The message explains the affected account or workbook row.
- **Information** contains other responses. A message that SAP returned no messages is informational, rather than confirmation of a particular change.

The **Users** tab summarizes the most severe SAP update response for an account. Refresh warnings appear separately on **Messages**, alongside all of the SAP responses. The message columns include the account identity, **Row**, **Type**, **ID**, **Number** and **Message**. The SAP message identifiers help locate a reported error.

Choose **Copy Messages** to copy the displayed message rows, or **Export Messages** to save them to an `.xlsx` file.

A refresh warning is separate from the SAP update result. Use **Refresh** in the **Global User Table** to reload affected accounts after resolving that warning.

To correct and retry an update, close **Mass User Update**, edit the workbook and open **Import User Updates** again. Run **Review Changes** against SAP before applying the remaining differences. This leaves already matching values out of the next update.

Stop an update

Choose **Cancel** and confirm **Yes**. The status changes to **Stopping after active SAP changes finish…**. userXpress finishes account work already in progress and stops starting further accounts.

Wait for the operation to finish. Completed changes remain in SAP. The final summary reports how many accounts were not started, or that cancellation arrived after all account changes had started. Use the retry procedure above to review what remains.

Mass Changes workbook fields

Applies to userXpress 2.0.0.0

Account fields, empty-cell behavior, client-specific choices and complete role and parameter lists for workbook updates.

Start with the workbook created by **Users → Change → Mass → Mass Changes → Export Selected Users**. It includes the account identities and the properties you selected for export. Follow Update accounts from a workbook to import, review and apply it.

Account identity and worksheet layout

The **MassUserExport** worksheet requires these headings:

- `System`: the connection's system description.
- `SID`: the three-character SAP system ID.
- `Client`: the SAP client. Retain its three-digit form, such as `100` or `010`.
- `User_ID`: the existing SAP user ID to update.

Keep all four values on every account row. Retain the exported identities when changing account properties. A user ID in two different clients represents two separate accounts.

Remove unwanted account rows from the workbook, including their related **Roles** and **Parameters** rows. Hidden spreadsheet rows are imported too. A partially filled row with an empty `System` ends account processing at that point, so remove the entire row instead of clearing only its identity cells.

Column names determine which properties can be updated. Removing an optional column leaves that field out of the import. Preserve the required identity headings and the names **MassUserExport**, **Roles** and **Parameters**.

Empty cells

For a selected property category, a blank text cell normally clears that account field. To keep a value, leave its existing value in the workbook or exclude its category during import.

There are three exceptions on **MassUserExport**:

- Blank `Valid_From` or `Valid_To` retains the account's existing date.
- Blank `Security_Policy` retains the assigned policy.
- Blank `License` retains the license classification.

Roles and parameters use complete lists. An enabled related worksheet with no rows for an account requests an empty list for that account. See the worksheet sections below before deleting related rows.

Names, email and address information

First & Last Name includes `First_Name` and `Last_Name`. **Email** includes `Email`. **Alias** includes `Alias`.

Address Information includes:

- `Birth_Name`: name at birth.
- `Middle_Name`: middle name or initials.
- `Title`: the person's title, chosen from the supplied list or entered as its SAP key.
- `Department`: organizational department.
- `Function`: job or function.
- `Building`, `Floor` and `Room`: workplace location.
- `Telephone_Land`: the person's telephone number.

A title list entry can include its key in brackets after the description. Retain the complete chosen entry or use the key itself. The available titles depend on the target SAP client.

Groups, account ID and cost center

- **User Group** exports `User_Group`, the group used for authorization checks on the account's logon data. Use its client-specific list. For general group memberships, use Usergroup Management.
- **Account ID** exports `Account_ID`, the SAP accounting number.
- **Cost Center** exports `Cost_Center`, the account's cost-center default.

Validity dates

Validity Dates exports `Valid_From` and `Valid_To`. The corresponding import checkbox is **Validy Dates**.

Enter dates as day/month/year, for example `31/12/2027`. The export uses text cells for these dates. Preserve that format when editing so the written date remains unambiguous. Blank account-date cells retain the SAP values.

Security information

Security Information includes:

- `Reference_User`: a reference user available in the target client. An empty cell removes the reference-user assignment.
- `Security_Policy`: a policy available in the target client. An empty cell retains the existing policy.

Use the supplied lists for client-specific choices. The importer validates them again against SAP during **Review Changes**. See Reference users and security policies for their purpose.

SNC information

SNC Information includes:

- `SNC_Name`: the account's SNC identity.
- `SNC_Gui_Flag`: the user-specific **Unsecure communication permitted** indicator. Enter `X` to set it or leave it blank to clear it.

SAP's system-level SNC configuration determines whether the user-specific indicator permits a connection without SNC. See SAP's SNC field explanation. Follow Assign SNC names when you want to construct names from account details instead of editing them individually.

License

License exports `License`, the SAP license classification code. Keep this column as text to preserve leading zeros in codes such as `01`.

Choose a client-specific list entry or enter its code. List entries can include a description followed by a bracketed code. During review, userXpress resolves that code and validates it against the target client's active license types. A blank cell preserves the existing classification.

Roles worksheet

Select **Roles** during export to include the **Roles** worksheet. Its headings are:

`System`, `SID`, `Client`, `User_ID`, `Role`, `Valid_From`, `Valid_To`.

Each row describes one direct role assignment for an account on **MassUserExport**. The export includes direct assignments, including directly assigned composite roles. Assignments inherited through composite roles or organizational management are excluded from this editable list.

When **Roles** is selected during import, the rows for each account replace its direct assignment list:

- Keep a row to retain the assignment.
- Add a row with the same account identity to assign another role.
- Change its dates to change the assignment's validity.
- Remove a row to withdraw that assignment.
- Remove all of the account's role rows to request an empty direct-role list.

Use `Role` for the role name and day/month/year for the dates. Enter the start date for a new assignment. A blank role end date uses `31/12/9999`. Keep the start date on or before the end date. Duplicate rows for the same account, role and validity interval are rejected.

For example, if an account has roles `Z_DISPLAY` and `Z_CHANGE`, retain both rows and add `Z_REPORT` to request all three. Keeping only the new `Z_REPORT` row requests replacement of the previous direct-role list with `Z_REPORT`.

An account must also have a row on **MassUserExport**. A role row whose account is absent from that sheet is reported in **Messages**.

Parameters worksheet

Select **Parameters** during export to include the **Parameters** worksheet. Its headings are:

`System`, `SID`, `Client`, `User_ID`, `Parameter_ID`, `Parameter_Value`.

Each row defines a parameter for an account on **MassUserExport**. When **Parameters** is selected during import, these rows replace that account's parameter list.

Keep every parameter that should remain. Add a row to assign a parameter, edit `Parameter_Value` to change its value, or remove the row to remove the parameter. An account with no parameter rows receives an empty list.

For example, to change `BUK` while retaining `WRK`, edit the `BUK` value and keep the `WRK` row. A blank `Parameter_Value` supplies an empty value for that parameter. Remove its row when you intend to remove the parameter itself. Duplicate parameter IDs for one account are rejected.

See Manage parameter IDs for their purpose and the alternatives to full-list replacement.

Client-specific drop-down lists

The workbook stores available choices on **AllowedValues** and uses them in the corresponding cells on **MassUserExport**. Supported lists cover titles, user groups, reference users, security policies, SNC flags and license types.

Choose values for the account's target client. If a required value was added in SAP after export, export again to obtain the updated list. The importer uses SAP's values during review, so a stale workbook list does not make an obsolete choice valid.

Delete accounts

Applies to userXpress 2.0.0.0

Remove selected SAP accounts, choose the confirmed targets and interpret completed, failed or stopped deletions.

Use **Delete** to remove accounts that are no longer required, for example temporary accounts after a training session. If the account should remain but its access needs to be suspended, use Lock.

Delete removes the account from SAP. The confirmation list lets you exclude accounts before submitting the deletion.

Deletion in a CUA landscape

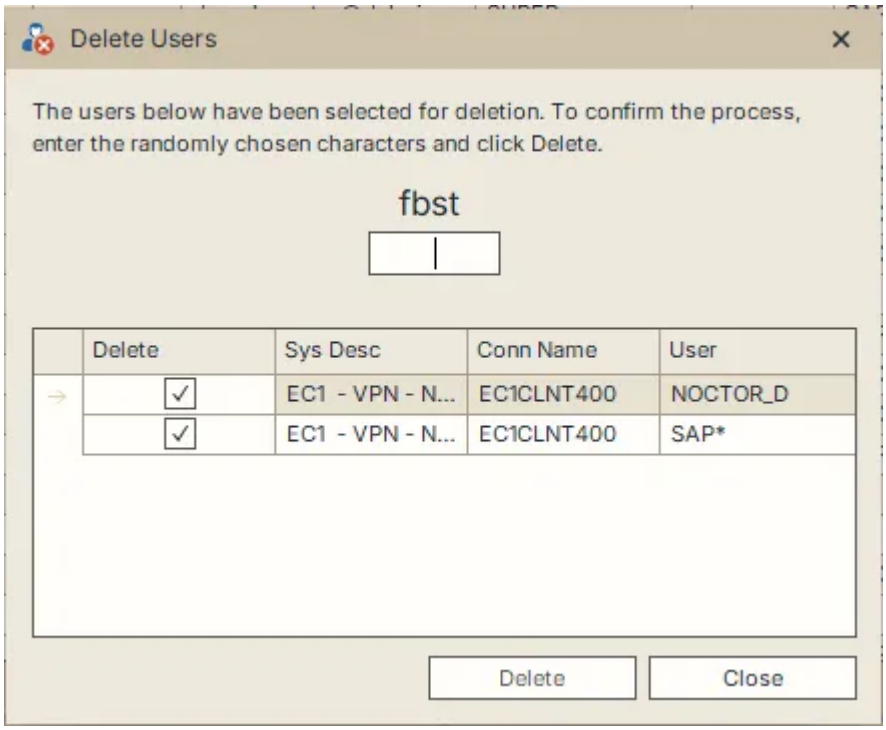
For accounts managed by Central User Administration (CUA), delete through the central client. Deletion there also applies to the user's accounts in the CUA child systems. This scope is described in SAP's Identity Management APIs guide, page 25.

The userXpress confirmation list shows the selected accounts. A central CUA deletion can therefore affect child-system accounts beyond the rows in that list.

Choose the accounts and confirm

1. In the **Global User Table**, select the accounts to delete.
2. Choose **Users** → **Change** → **Delete**. **Delete Users** opens with the selected accounts checked for deletion.
3. In the **Delete** column, clear the checkbox for any account that must remain.
4. Enter the four confirmation characters exactly as displayed. **Delete** becomes available when the characters match.
5. Choose **Delete**.
6. If **CUA Restriction** appears, choose **Yes** to continue with the permitted accounts, or **No** to cancel the operation.
7. If the productive-client confirmation appears, choose **Yes** to continue there or **No** to cancel.

Choose **Close** in **Delete Users** to return without deleting accounts.



The confirmation field is empty, so Delete is unavailable. Clear a row's Delete checkbox to exclude that account.

Read the outcome

When SAP confirms a deletion, userXpress removes that account's row from the **Global User Table**. The status bar reports the number deleted, for example **Deleted 3 of 4 confirmed users.**

An account whose deletion was rejected or could not be confirmed remains in the table with an error or warning. Point to an ordinary text cell in its row to read the explanation. To see returned SAP messages, select that account alone, right-click and choose **Full Message**.

Successful deletions remain in effect when another account fails. For an explicit SAP rejection, resolve the reported error and select the remaining accounts for another attempt.

If the message says deletion could not be confirmed, open the account in SAP to establish whether it still exists before retrying. That message identifies an unresolved outcome, rather than a confirmed rejection.

For central CUA deletions, userXpress also refreshes the corresponding accounts in connected child systems. If that display refresh fails, refresh the affected child-system rows. The refresh error does not reverse a completed deletion.

Stop a running deletion

Close the progress window using its **X** button to request a stop. userXpress waits for active SAP calls to finish, then displays their results. Calls that have already deleted accounts are not undone.

Rows marked **Deletion cancelled before the SAP call started.** were not processed. Other unprocessed accounts can retain their previous row message.

After a stop, use the accounts still listed in the table to choose any further deletion. The status-bar totals do not include every unprocessed account.

Copy users between clients

Applies to userXpress 2.0.0.0

Create selected user IDs in another SAP client, with their own roles or those of a target-client account.

Use **Copy To..** when existing users need accounts in another SAP client with the same user IDs. For example, copy a group of users into a training client without entering their names, contact details and defaults again.

Each selected account is copied to the one target client you choose. Existing target accounts are left unchanged and reported in **Results**. To create a different user ID from an existing account, use Create From or Fast Copy.

Copy to another system or client

Connect the source and target clients in the Control Panel. The **Copy To..** menu lists connected systems and their clients.

1. In the **Global User Table**, select the source accounts using their row checkboxes. Select one source account per user ID.
2. Right-click the selection and choose **Copy To..** → **target system** → **target client**. The **Copy To** dialog shows the destination at the top.
3. Choose where the new accounts' roles and profiles come from:
    - Leave **Use alternate source for Profiles & Roles** clear to copy each source account's assignments.
    - Select it to use one existing account in the target client for all copied accounts. Choose that account from the list beside the checkbox.
4. Under **Initial Password**, enter the same new password in both fields. This initial password applies to every account created by this copy.
5. Choose **OK**. Messages appear under **Results** as the accounts are processed.
6. When the status reads **Finished**, use the messages to identify any creation or assignment errors, then choose **Close**.

The dialog initially selects the first account in the alternate-source list. Choose the intended account before using that option.

If **CUA Restriction** appears, the selected client requires account creation through Central User Administration. Create and distribute the accounts from the central system.

Choose the authorization source

The default copies roles and profiles from each selected source account. Use it when those assignments are also appropriate for the destination. The named roles and profiles must exist in the target client.

Select **Use alternate source for Profiles & Roles** when the destination requires different access. For example, select an existing training account to give all copied users its training roles. The new accounts still receive their own source users' names and other account details.

Role assignments retain the validity dates from the chosen authorization source. An expired assignment therefore remains expired after copying.

What is copied

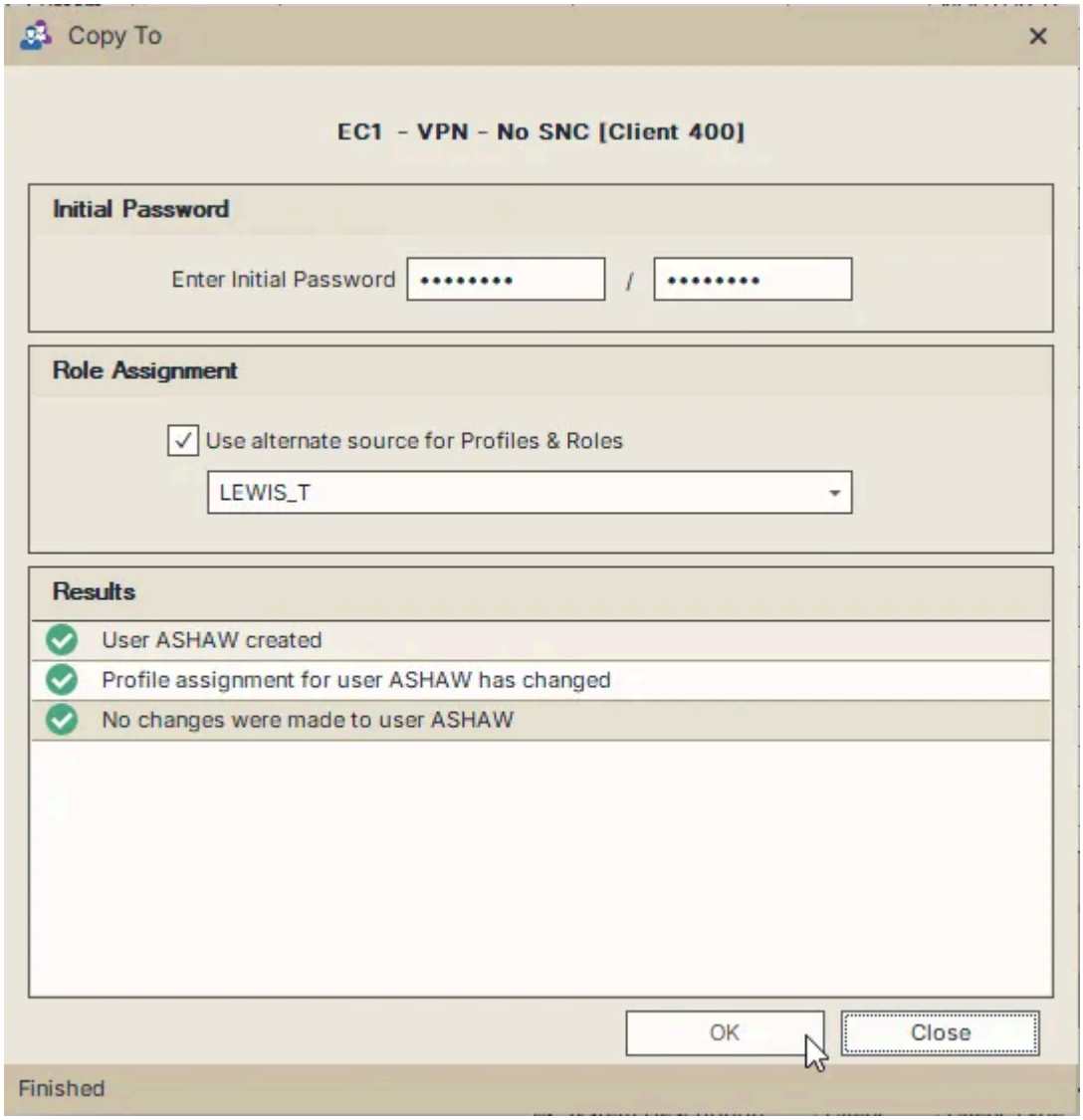
userXpress reads the source accounts from SAP when you start the copy. The account details include:

- **Logon data:** user type, validity dates, authorization-check group, account ID and time zone.
- **Personal and contact details:** names, address, work-center information, email and communication details.
- **Defaults:** logon language, date/time and number formats, print defaults, cost center and start settings.
- **Other account data:** alias, reference user, license classification, SNC data, general group memberships and parameter values.
- **Roles and profiles:** assignments from the source chosen in the dialog.

Only groups and parameter IDs defined in the target client are carried over. The authorization-check group is also copied only when it exists there. Differences between SAP releases can limit which fields can be transferred.

Understand the results

Results displays messages with success, warning or error icons. An account can produce several messages because creating it and assigning its profiles and roles are separate operations. **Finished** means that processing has ended, including accounts that returned errors.



- **User already exists:** the target account was skipped. Use the account or role maintenance commands to change that existing account.
- **Alternate authorization user does not exist:** choose an existing target-client account as the authorization source and start a new copy.
- **Account created, but an assignment failed:** the new account remains in the target client. Correct its assignments through Manage roles or SAP user maintenance.

Successfully created accounts are added to the Global User Table. To retry a failed creation, close the dialog and open **Copy To..** again for those source accounts.

If a **User Copy** error interrupts processing, load the target client's users to identify which accounts were created before the interruption. Retry only the missing accounts. Include the error text when contacting support.

Create a new user from an existing account

Use Create From to create one new account in the source's client. Use Fast Copy to create the same new user ID from source accounts in several clients. Both procedures let you choose which properties to copy.

Use Create users to enter the details directly, or account-list creation for a list of new IDs and source accounts.

Copy roles separately

Use the right-click **Copy Roles from user** and **Paste Roles** commands when existing accounts need another user's assignments. See Copy role assignments for the procedure.

Create users

Applies to userXpress 2.0.0.0

Create an account in several clients, assign its details and roles, or create a numbered series from a source account.

Choose **Create User** when you want to enter a new account's details and create it in one or more connected clients. For example, create a new colleague's account across their SAP systems with shared contact details and different roles in each client.

Choose **Create Ranged User..** for a numbered series, such as training accounts. Each account in the series inherits settings and assignments from a source account in one client.

To choose which properties to inherit from an existing account, use Create From for one client or Fast Copy for several clients. For a list of different new accounts, use account-list creation or Mass User Create.

Create an account in selected clients

1. Select a row in the **Global User Table** to make the creation command available.
2. Choose **Users** → **Change** → **Create** → **Create User**.
3. On **Select Systems**, select the clients in which to create the account.
4. Choose **Get Common Data**. userXpress loads the available groups, roles, reference users and other choices for those clients.
5. Enter **User ID**, the password in both **Password** fields, and the first and last name under **Name**. The user ID can contain up to 12 characters.
6. Choose **User Type**. The default is **Dialog**. Fill in the additional details and role assignments needed for the account.
7. Choose **Create User**.

The selected clients in **Select Systems** determine where the account is created. The row selected in the Global User Table only opens the command.

The **Comment** column reports progress for each client. **Results** contains the individual creation and assignment messages. New accounts are added to the Global User Table.

Account details

The same account details apply in each selected client. Role rows can have their own client scope.

- **Name**, **Email** and **Alias** identify the person and their contact or alternative logon details. If you leave the last name empty, userXpress uses the new user ID.
- **Validty Dates** sets the period in which the account is valid. Enter the start and end dates for a temporary account. The start date must be on or before the end date.

- **User Group** sets the account's logon-data user group. **Accounting** and **Enter Cost Center** supply the account and cost-center values used for allocation.
- **SNC Name** supplies the account's SNC identity. Under **Defaults** → **SNC**, **Permit Password-Logon with SAP Gui** controls password logon alongside SNC.
- **Address** contains work location, telephone, mobile, fax and company details. Choose the **Company** to associate with the account. Enter telephone, mobile and fax numbers as digits, with their country and extension values in the separate controls.
- **Defaults** sets date, time and number formatting, time zone and printing preferences. **Print Immediately** sends output to the selected **Output Device** immediately. **Delete After Output** removes the spool request after output.
- **Defaults** → **CATT** → **Test Status** enables test-status assignment for SAP CATT procedures. Use it for accounts that record those results. SAP's CATT authorization guidance explains the required authorization.
- **Defaults** → **Security Policy** assigns a policy offered for the selected clients. The field displays **Not supported for your selected system(s)** when a selected system does not support this assignment.
- **Parameters** sets default values used by SAP transactions. Add a row for each **Parameter ID** and **Value**. The **Description** identifies the parameter.
- **Groups** adds user-group memberships. Select each group in a separate **User Group** row. These memberships are separate from the single **User Group** in the account's logon data.
- **Licenses** → **Contractual User Type** assigns the SAP license classification for the account.

Get Common Data limits shared choices to values available across the selected clients. If the value you need belongs to only some clients, create those accounts as a separate selection.

When you change the system selection after loading common data, choose **Yes** in **Selection Change**. Select the new clients and choose **Get Common Data** again before creating the account.

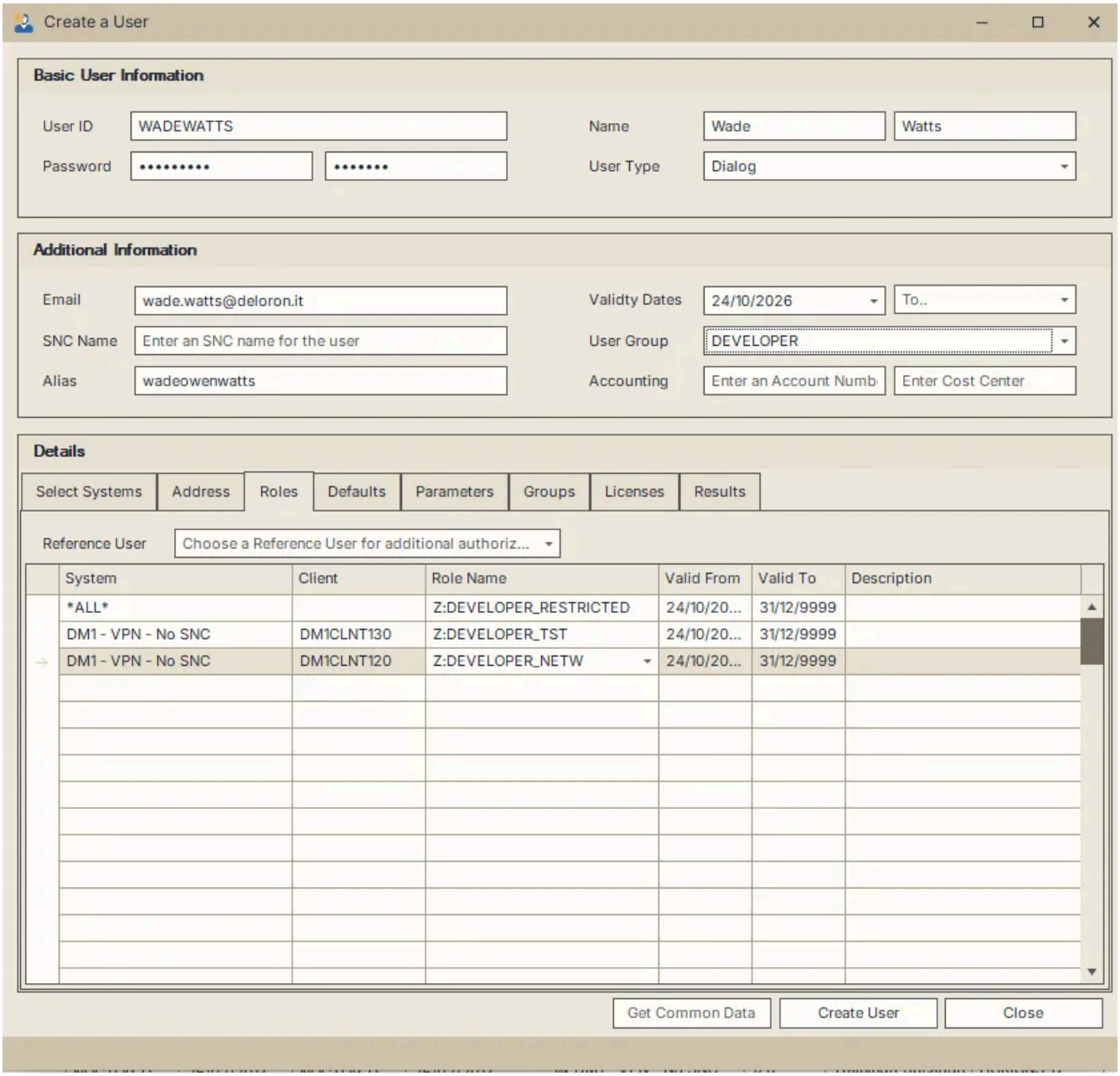
Assign roles during creation

Use **Roles** to give the account common assignments and additional assignments in particular clients.

1. Open **Roles** and start an empty row.
2. In **System**, choose the assignment's scope:
    - Choose ***ALL*** for a role that is available in every selected client.
    - Choose a specific system, then choose its **Client**, for a client-specific assignment.
3. Select **Role Name**. Its **Description** appears in the row.
4. Set **Valid From** and **Valid To**. Selecting a role fills these with today and 31 December 9999.
5. Add another row for each additional role.

For example, assign `Z_TRAINING_BASE` to ***ALL*** and add `Z_TRAINING_REPORTS` for client **200**. The account receives both roles in client 200 and only the base role in the other selected clients.

Use **Reference User** on the same tab when the account should inherit authorizations from a reference user available in the selected clients.



The first role applies to all selected clients. The other two rows add assignments for individual clients.

Creation results

A client can succeed while another fails. Each client has its own **Comment**, and **Results** identifies the associated messages.

- **The user ... already exists** means that client was skipped. Use the change-user procedures to update an existing account.
- An alias conflict creates a result message and removes the alias from the creation request. The alias is also omitted from subsequent clients in that run. Assign the intended alias afterwards to the affected accounts.

- An account can be created while a role assignment fails. Assign the missing roles to that existing account after resolving the reported error.

To stop a running creation, choose **Close**, then **Yes** in the confirmation. The active client finishes before the remaining clients are cancelled. Accounts already created remain available.

Create a numbered range

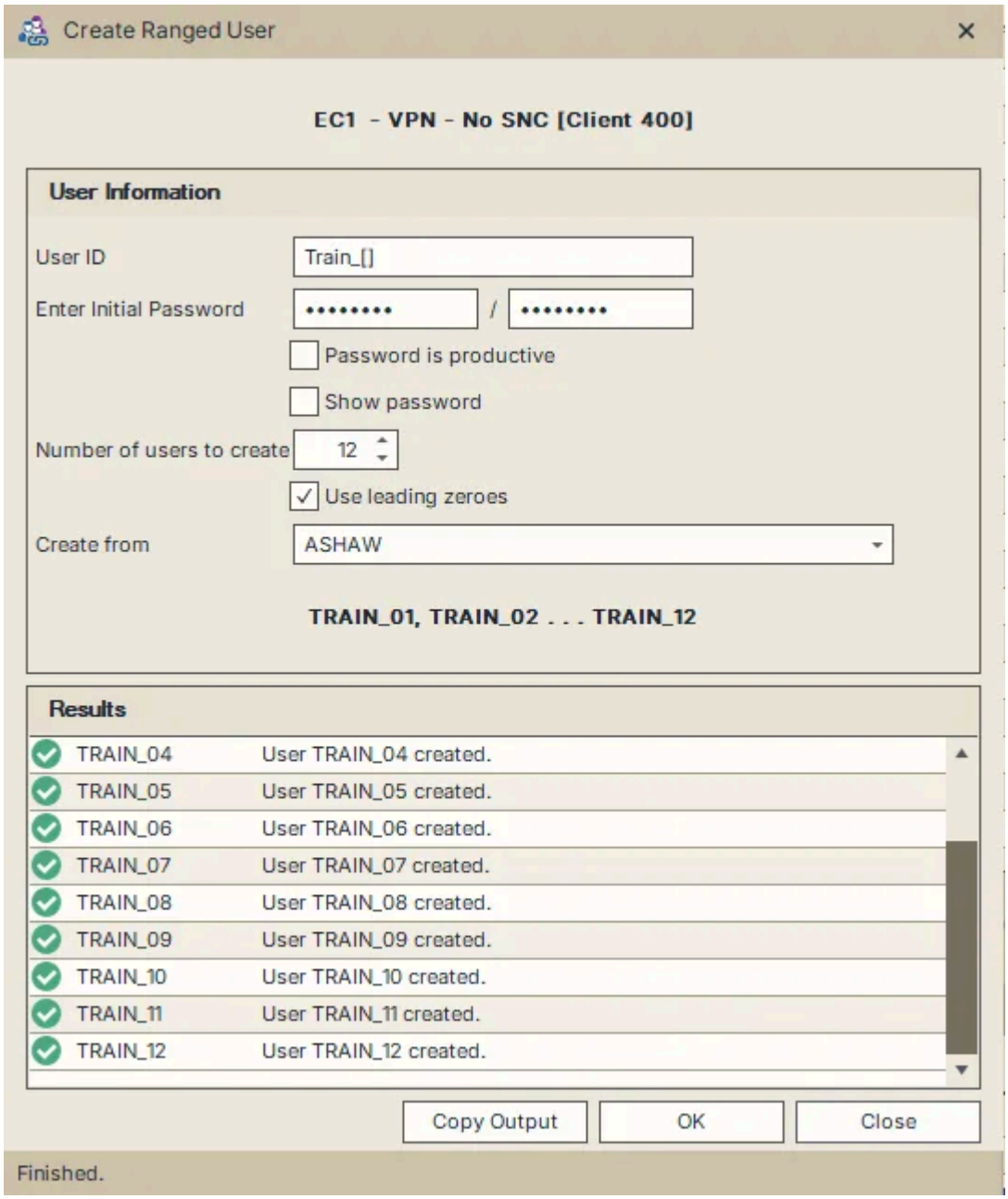
Use this command to create accounts such as `TRAIN_01` through `TRAIN_12` in one client.

1. Select one account in the target client in the **Global User Table**.
2. Choose **Users** → **Change** → **Create** → **Create Ranged User...**. The dialog shows the target system and client.
3. In **User ID**, enter a pattern containing `[]`, such as `TRAIN_[]`.
4. Set **Number of users to create** to **12**. The sequence starts at 1 and ends at this number.
5. Select **Use leading zeroes** to obtain `TRAIN_01` through `TRAIN_12`. Leave it cleared for `TRAIN_1` through `TRAIN_12`. Keep each complete ID within 12 characters.
6. Under **Create from**, choose the source account in that client.
7. Enter the password twice under **Enter Initial Password**. Select **Password is productive** when the new accounts should use it without an initial-password change at first logon.
8. Choose **OK**.

The example beneath **User ID** shows the naming pattern before creation. With leading zeroes, the width follows the number of accounts: 100 accounts produces numbers `001` through `100`.

The series copies the source's logon settings, company, defaults, parameters, reference user, role/profile assignments, groups and license data. All new accounts use the entered password. Their last name is the source user ID. Use Fast Copy when new accounts need individual names or a different selection of copied properties.

Results lists each **User** and **Message**. Existing IDs are skipped. A creation message can be followed by an assignment or password error for the same account. Resolve that reported step for the existing account instead of creating it again.



The completed run shows the TRAIN_01 through TRAIN_12 naming example and the account-creation messages.

Choose **Copy Output** to copy the results to the clipboard. To stop the run, choose **Close**. The active account finishes before creation stops, and accounts already created remain available.

Create From

Applies to userXpress 2.0.0.0

Create one new account in the source account's client and choose which details to copy.

Use **Create From** to create a new account based on an existing account in the same SAP client. For example, use a role-template account as the source for a new team member.

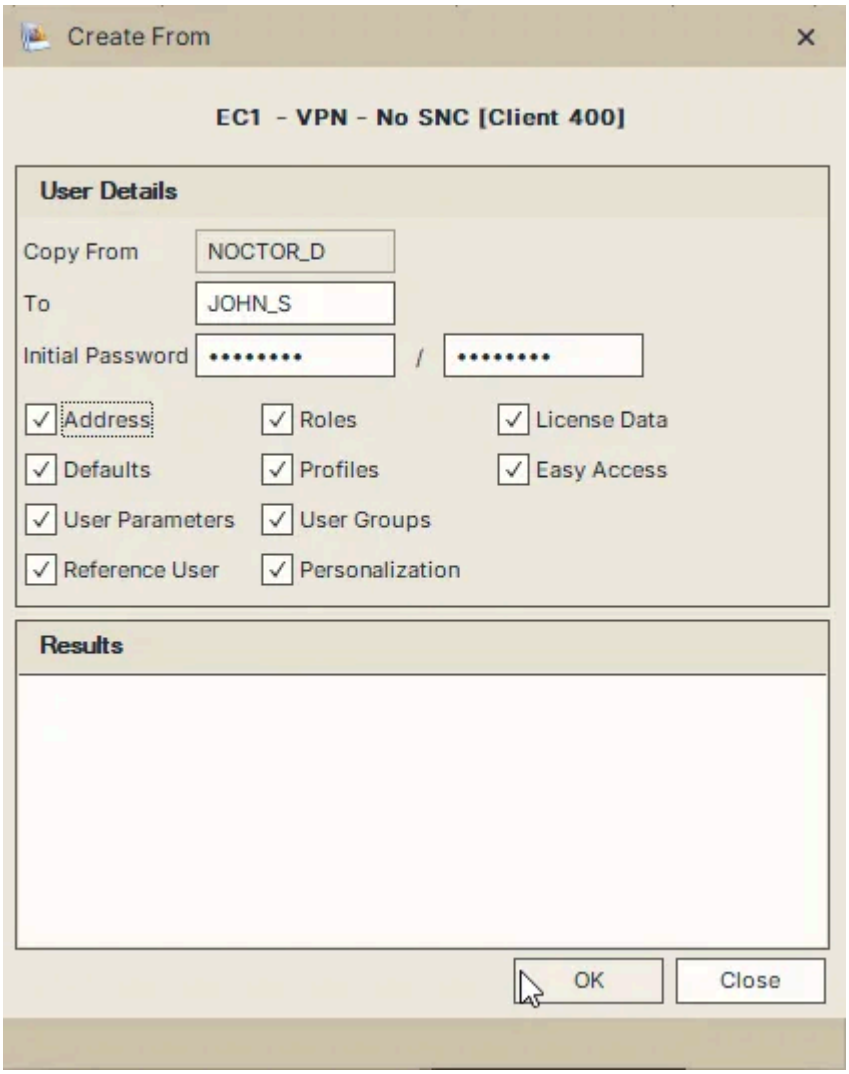
For creation in several clients, use Fast Copy.

Create the account

1. Select one source account in the **Global User Table**.
2. Choose **Users** → **Change** → **Create** → **Create From**.
3. The dialog shows the source under **Copy From**, with its system and client above. Enter the new user ID in **To**.
4. Enter the new password twice under **Initial Password**.
5. Choose the properties to copy.
6. Choose **OK**.

Results displays the returned SAP messages. The new account is added to the Global User Table. The last name is set to the new user ID. Use Name Information to enter the person's name afterwards.

If account creation succeeds but copying roles fails, resolve the error in **Results**, then assign the missing roles to the new account.



Address is selected in this example. Choose the properties needed for the new account.

Choose what to copy

The source's logon settings and company are carried over. These include its user type, account validity, logon-data user group, accounting number and time zone.

Address starts cleared. The other copy options start selected.

- **Address** copies the source's address and communication details. Select it when those details belong on the new account.
- **Defaults** copies SAP user defaults, such as display formatting and spool preferences.
- **User Parameters** copies parameter IDs and their values.
- **Reference User** copies the source's reference-user assignment.
- **Roles** copies the role assignments. In this dialog, it also controls copying authorization profiles. Use Fast Copy when you need independent **Roles** and **Profiles** choices.
- **User Groups** copies the source's additional group memberships.
- **License Data** copies the SAP license classification.

Personalization and **Easy Access** data must be maintained separately for the new account. Their checkboxes do not affect the copy in this version.

Fast Copy

Applies to userXpress 2.0.0.0

Create a new user ID from source accounts in one or more clients, with selected properties and new personal details.

Use **Fast Copy** when a new person needs accounts based on existing users in several SAP clients. Select the source account in each client, then enter the new person's details once.

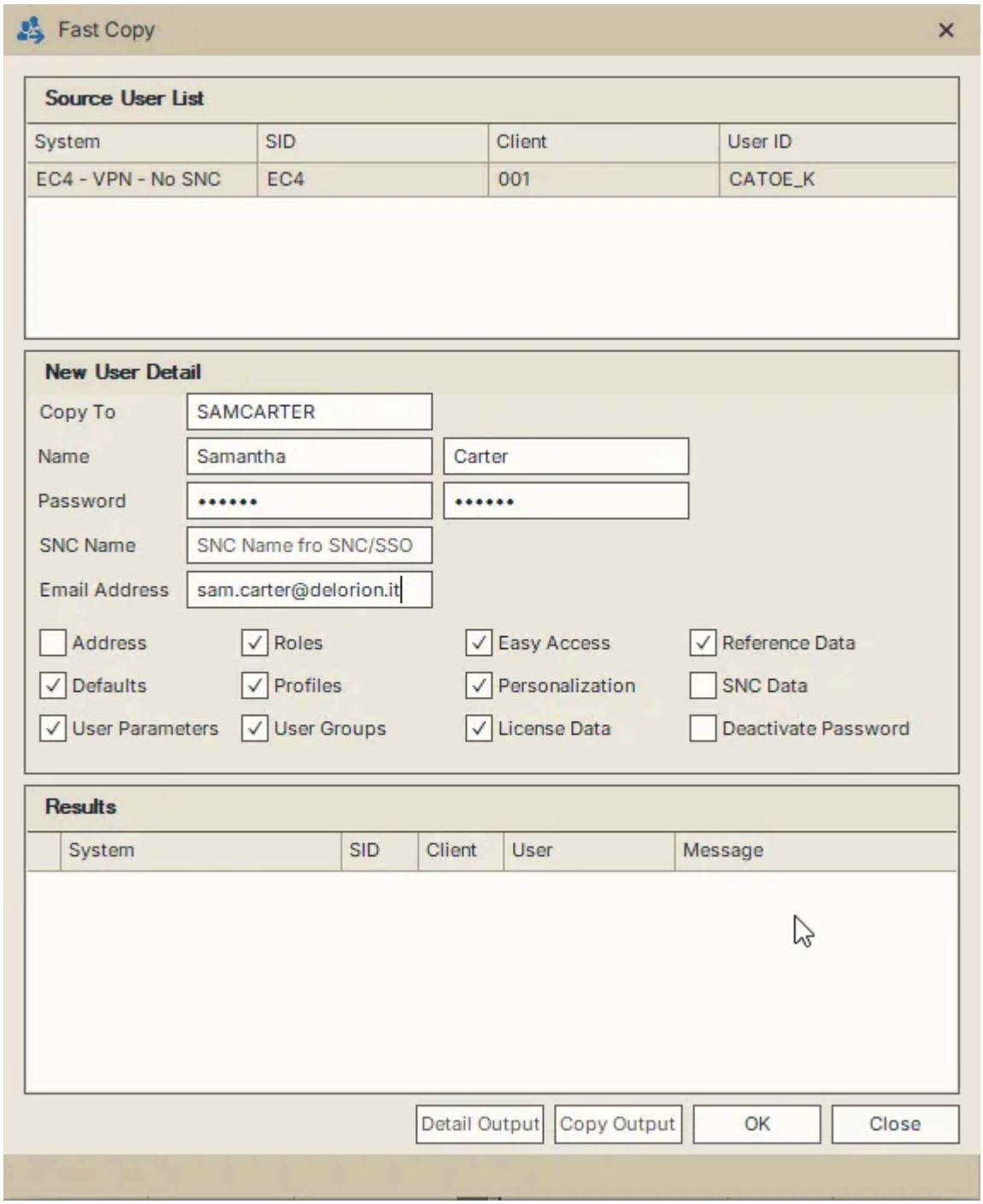
Each source row creates the new user ID in that source's client. For example, select a training template in clients 100 and 200 and enter `JSMITH` under **Copy To**. userXpress creates `JSMITH` in both clients, using each client's own template.

Create the new account

1. In the **Global User Table**, select one source account in each intended client.
2. Choose **Users** → **Change** → **Fast Copy**. **Source User List** shows the accounts and clients you selected.
3. Under **New User Detail**, enter the new ID in **Copy To**. Enter the first and last name under **Name**.
4. Enter the initial password twice under **Password**.
5. Choose the properties to copy, then enter the new **Email Address** and **SNC Name** where required.
6. Choose **OK**.

The new user ID can contain up to 12 characters. If the last name is empty, userXpress uses the new ID.

The operation uses the same new ID, name and password in every selected client. Choose one source per client to make the source of its settings and assignments unambiguous.



This example uses one source account. Address is cleared so the new person's email address can be entered.

Choose the copied properties

The source's logon settings and company are carried over, including user type, account validity, logon-data user group, accounting number and time zone.

Address and **SNC Data** start cleared. The other property checkboxes start selected.

- **Address** copies address and communication details. When selected, **Email Address** becomes unavailable because the source's email details are copied. Leave **Address** cleared to enter the new person's email address.

- **Defaults** copies SAP user defaults, including formatting and spool preferences.
- **User Parameters** copies parameter IDs and their values.
- **Reference Data** copies the reference-user assignment.
- **Roles** copies role assignments. **Profiles** independently copies authorization-profile assignments.
- **User Groups** copies additional group memberships.
- **License Data** copies the SAP license classification.
- **SNC Data** copies the source's SNC settings and makes **SNC Name** unavailable. Leave it cleared to enter the new person's SNC identity.

The **Name** values you enter take precedence over the source's name. **Personalization** and **Easy Access** data must be maintained separately for the new account. Their checkboxes do not affect the copy in this version.

Create an account with password logon disabled

Use **Deactivate Password** for an account that will use SNC single sign-on.

Enter the password fields before selecting **Deactivate Password**. The fields then become unavailable. userXpress creates the account with password logon deactivated and applies the SNC choice described above.

Read the results

Results lists the outcome by system, client and user. Choose **Detail Output** for the detailed SAP messages, or **Copy Output** to copy the result list to the clipboard.

- An existing target ID is skipped. To change that account, use the account-change procedures.
- A successful creation remains in place when another client fails.
- A role or profile error can occur after the account has been created. Complete the missing assignment for that account after resolving the reported error.

The Global User Table refreshes the newly created accounts. If the status bar reports that some new users could not be refreshed, their creation results still apply. In **Control Panel → Connected Systems**, select the affected client and choose **Remove**, then connect it again to reload its accounts.

To create another new user from the same sources, enter the next **Copy To** ID and name, then choose **OK**. The dialog retains the password and property choices for reuse.

Stop a running copy

Choose **Close** while copying is in progress. userXpress stops starting new copies and lets active SAP calls finish. Completed copies remain available and are included in the table refresh.

The dialog stays open with the results. Choose **Close** again to leave it.

Message and log off users

Applies to userXpress 2.0.0.0

Send a message to online SAP users or close their sessions from the Global User Table.

Use **Users** → **Interact** in the **Global User Table** to contact users in SAP or end their sessions.

Send Message is useful before planned maintenance or when a user needs to release work in SAP. **Log User Off** closes sessions that must be ended, for example when a user has left a session open.

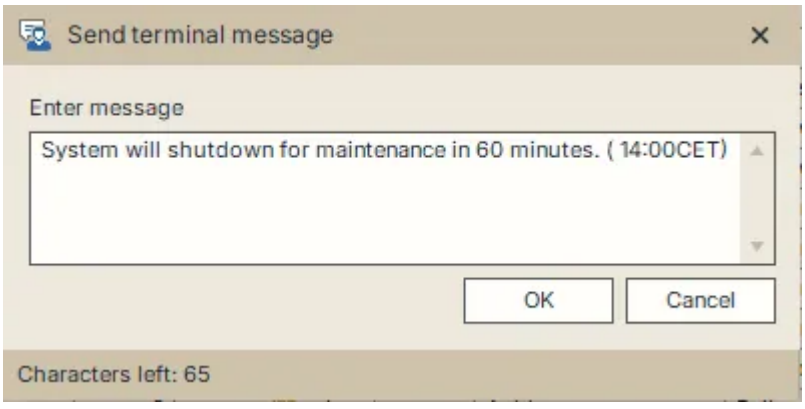
Find online users

The **Online** column identifies users with SAP sessions when their information was last retrieved. To update it, select the relevant accounts and choose **Users** → **Refresh**.

Filter **Online** to show online accounts, then select the recipients or users you want to log off. Each row identifies an account in a system and client. See Find and select users for column filters and selection.

Send a message

1. Select the online accounts in the **Global User Table**.
2. Choose **Users** → **Interact** → **Send Message**.
3. In **Send terminal message**, enter the text under **Enter message**. Keep it within 128 characters. **Characters left** shows the remaining space.
4. Choose **OK** to send the message to their SAP sessions.



For example: “Maintenance starts at 18:00. Please save your work and log off before then.”

userXpress sends to selected accounts marked online in the table. When a user has just logged on, refresh their row before sending.

A delivery error marks the affected row. Point to a text cell in the row to read the error tooltip. Refresh that account’s online status before sending again.

Log users off

Logging off ends the selected users' SAP sessions, including sessions on other application servers in the system. Unsaved work in those sessions can be lost. Send a message first when users need time to save their work.

1. Select the accounts in the **Global User Table**.
2. Choose **Users** → **Interact** → **Log User Off**.
3. Choose **Yes** in **Log User Off** to end their sessions, or **No** to cancel.

The status bar reports completed logoffs, and userXpress refreshes the affected accounts. An error marks the relevant row. Point to a text cell in that row to read its message.

To prevent a user from logging on again, lock the account.